Nova Scotia Employment Support and Income Assistance Manual

PDF Format

Please find below a link to each of the ESIA Policy Chapters in PDF format.

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Send your comments or suggestions to us via e-mail at:
webcoms@gov.ns.ca
Or call us at 902-424-4326
Or write to:
Department of Community Services
PO Box 696
Halifax, NS B3J 2T7

Nova Scotia Department of Community Services
Employment Support and Income Assistance Manual

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Employment Support and Income Assistance
Policy Manual Revisions

Record of Revisions

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
021	22/01/02	6	Special Needs	2 - Shelter Expenses

Previous Version:

Policy: Fire/Liability Insurance

Applicants/recipients who own their own home will be eligible for fire/liability insurance as an item of special need.

Revised Version:

Applicants/recipients who own their own home will be eligible for fire/liability insurance as an item of special need. As an item of special need to be calculated at 1/12 for each month of eligibility.

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
020	22/01/02	6	Special Needs	12 - Special Diet Rates Schedule

Previous Version:

Cystic Fibrosis	Twice Food Rate
Restricted Sodium (includes low salt, low sodium)	

Revised Version:

Cystic Fibrosis	The amount of $133 per month plus the cost of supplement or additional amount as specified by a nutritionist
Restricted Sodium (includes low salt, low sodium)	

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
019	06/11/01	6	Special Needs	1 - Special Needs

Previous Version:

Procedure

The caseworker will:

- include one of the following in the calculation of the budget deficit of the applicant or recipient:
  - the lesser of the actual cost of the special need as noted in regulations;
  - the allowed cost of the special need as approved by a supervisor.

Revised Version:

Procedure

The caseworker will:

- obtain authorization from a supervisor when the requested item is not specified in policy and an approved fee is not in policy or regulation;
- include one of the following in the calculation of the budget deficit of the applicant or recipient:
  - the lesser of the actual cost of the special need as noted in regulations;
  - the allowed cost of the special need as approved by a supervisor.

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
018	05/11/01	10,11,12, 13	Employment Support Services Administration Appeals, Appendices	

Previous Version:

Chapter 10 - Information on completion date changed from October 2001 to January 2002.

Chapter 11 - Titled Administration. Referenced two places within the manual. (See File Documentation) from Chapter 5, Basic Needs, Section 2, Role of Intake - under Home Visit.

(See details chapter - Administration) from Chapter 5, Basic Needs, Section 2, Role of Intake. Final Eligibility Determination.

Chapter 12 - Appeals

Chapter 13 - Appendices

Revised Version:

Chapter 10 - Employment Support Services Programs - This chapter does not contain policy. The chapter when complete will provide information on the services available through the Employment Support Division. The new chapter will be available January 2002.

Chapter 11 - Administration (deleted) and replaced with Chapter 11 - Appeals.

Chapter 12 - Appeals is now replaced with Chapter 12 - Appendices

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
017	05/11/01	6	Special Needs	5 - Transportation

Previous Version:

Policy: Transportation

An allowance for transportation shall be provided:

- in instances where the health and safety of an individual would be jeopardized;
- where an individual is participating in employability enhancing activities;
- where an individual with significant mental, physical or cognitive barriers is participating in an approved learning, volunteer or day program.

Applicants/recipients and/or the spouse of an applicant/recipient will be provided with the actual cost, to a maximum of $150 per month, of the most economical and efficient means of transportation.

Where a client requires transportation by ambulance in a non-emergency situation, prior approval by the caseworker is required.

Procedure

The caseworker will:

- determine the most economical and efficient means of transportation required, taking into consideration:
  - availability of public transit in relation to the location of the recipient's home and child-care situation, if applicable
  - other related factors such as disability, destination, hours of activity
  - impact on the recipient's/applicant's schedule (i.e., public transit requiring very early morning or late evening use and impact on the recipient's child; shift work; etc.)
- authorize the cost of one of the following two options:
  - the full cost of a monthly bus pass for the recipient and

any dependent children requiring the use of public transit; or

- a rate to the provincial rate of 31 cents per kilometer for the number of trips required to participate in a calendar month.

Revised Version:

Policy: Transportation

An allowance for transportation shall be provided:

- in instances where the health and safety of an individual would be jeopardized;
- when the transportation is required for the recipient to participate in employment, training, upgrading, volunteer activity, job search, attendance at Employment Services and any other activity deemed appropriate as part of the employment plan;
- where an individual with significant mental, physical or cognitive barriers is participating in an approved learning, volunteer or day program.

Applicants/recipients and/or the spouse of an applicant/recipient will be provided with the actual cost, to a maximum of $150 per month, of the most economical and efficient means of transportation.

Where a client requires transportation by ambulance in a non-emergency situation, prior approval by the caseworker is required.

Procedure

The caseworker will:

- determine the most economical and efficient means of transportation required, taking into consideration:
  - availability of public transit in relation to the location of the recipient's home and child care situation if applicable;
  - other related factors such as disability, destination, hours of activity;
  - impact on the recipient's/applicant's schedule (i.e., public transit requiring early morning or late evening use and impact on the recipient's child; shift work; etc.)

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
016	05/11/01	6	Special Needs	2- Shelter Expenses

Previous Version:

Policy: Furnishings

Applicants may be eligible for basic household and furniture items, such as stoves, refrigerators, tables & chairs, and beds.

Applicants may also be eligible for new approved cribs and new car seats which meet current safety standards.

Procedure

The caseworker will:

- refer to the most current approved item and rate list in each district office, which is based on local needs and resources.

Revised Version:

Policy: Furnishings

Applicants/recipients may be eligible for the following basic household and furniture items:

- bed, mattress, stove, refrigerator, table & chairs.

Applicants may also be eligible for new approved cribs and new car seats which meet current safety standards.

Procedure

The caseworker will:

refer to the approved item and rate list as defined in the Furnishings Rate Schedule.

Furnishings Rate Schedule

Bed	up to $100
Mattress	up to $100
Stove	up to $150
Refrigerator	up to $200
Table/Chairs	up to $125

To ensure compliance with current standards, cribs and car seats are exempt from the Furnishings Rate Schedule.

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
15	37234	6	Special Needs	6 - Child Care

Previous Version:

Policy: Child Care

Costs for child care will not be provided to the non-custodial parent or legal guardian of the child, or spouses residing at the same address. Child care

costs may be provided for children of single parents residing with their parent(s), when that parent(s) is a recipient of income assistance, and is providing care to the single parent's child for the purpose of the single parent's return to an approved educational program.

Revised Version:

Policy: Child Care

Costs for child care will not be provided to the non-custodial parent or legal guardian of the child, or an individual who is included in the budget calculation when determining a budget deficit. Child care costs may be provided for children of single parents residing with their parent(s), when that parent(s) is a recipient of income assistance, and is providing care to the single parent's child for the purpose of the single parent's return to an approved educational program.

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
14	37234	6	Special Needs	7 - Special Allowances & Provisions

Previous Version:

Policy: Residential Rehabilitation Program

A recipient, or spouse of a recipient, involved in a residential rehabilitation program for a period of thirty days or more may be eligible for:

Revised Version:

Policy: Residential Rehabilitation Program

A recipient/applicant, or spouse of a recipient/applicant, involved in a residential rehabilitation program for a period of thirty days or more may be eligible for:

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
13	37234	6	Special Needs	7 - Special Allowances & Provisions

Previous Version:

Policy: Hospitalization

A recipient who is hospitalized for a period of thirty days or more may be eligible for:

Revised Version:

Policy: Hospitalization

A recipient/applicant, or spouse of a recipient/applicant who is hospitalized for a period of thirty days or more may be eligible for:

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
12	37234	6	Special Needs	2 -Shelter Expenses

Previous Version:

Policy: Furnishings

Applicants may be eligible for basic household and furniture items, such as stoves, refrigerators, tables & chairs, beds, and Canadian Standards Association (CSA) approved cribs and CSA approved car seats.

Procedure

The caseworker will:

- refer to the most current approved item and rate list available in each district office, which is based on local needs and resources; and
- provide the applicant with a copy of the CSA pamphlet when issuing monies for a crib.

Revised Version:

Policy: Furnishings

Applicants may be eligible for basic household and furniture items, such as stoves, refrigerators, tables & chairs, and beds.

Applicants may also be eligible for new cribs and new car seats which meet current safety standards.

Procedure

The caseworker will:

- refer to the most current approved item and rate list available in each district office, which is based on local needs and resources.

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
11	21/09/01	8	Children's Allowance	1-Nova Scotia Child Benefit

Previous Version:

Policy: Eligibility

Children must be under 18 years of age.

To be eligible for a child benefit adjustment a family must have a status of "active" in the IA system and receive an income assistance cheque.

Revised Version:

Policy: Eligibility

Children must be under 18 years of age.

To be eligible for a child benefit adjustment a family must have a status of "active" in the IA system and receive an income assistance cheque for basic need.

Rev #	Revision Date(D/M/Y)	Chapter #	Chapter Name	Section
10	21/09/01	9	Revenue Recovery	6-Eligibility Cohabitation

Previous Version:

(a) Social/Familial

(i) the couple represent themselves in the community with another person as a spouse;

(ii) the couple is registered with Medical Services Insurance (MSI) as a family unit;

(iii) the couple is known by professional practitioners as a couple;

Revised Version:

(a) Social/Familial

(i) the couple represent themselves in the community with another person as a spouse;

(ii) the couple is known by professional practitioners as a couple;

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
9	21/09/01	13	Appendices	Acronyms

Previous Version:

CPR - Culinary Pulmonary Resuscitation

Revised Version:

CPR - Coronary Pulmonary Resuscitation

Rev #	Revision Date	Chapter Number	Chapter Name	Section
8	31/08/01	7	Pharmacare	1 - Atlantic Blue Cross Pharmacare Coverage

Previous Version:

Policy: Extended Pharmacare

Applicants/recipients and/or their spouse and/or dependents may be eligible for extended pharmacare, if a budget deficit exists when the average monthly drug costs are included as an expense in the determination of eligibility for income assistance.

Procedure

The caseworker will:

- determine the average monthly drug costs required during the six months

immediately preceeding the date on which the person's eligibility for income assistance/pharmacare is discontinued or likely to be discontinued, using the following guide:

Revised Version:

Policy: Extended Pharmacare

Applicants/recipients and/or their spouse and/or dependents may be eligible for extended pharmacare, if a budget deficit exists when the average monthly drug costs are included as an expense in the determination of eligibility for income assistance.

Procedure

The caseworker will:

- determine the average monthly drug costs required during the six months immediately preceeding the date on which the person applied for extended pharmacare, using the following guide:

Rev #	Revision Date	Chapter Number	Chapter Name	Section
7	31/08/01	6	Special Needs	2 - Shelter Expenses

Previous Version:

Policy: Fire Insurance

- Applicants/recipients who own their own home will be eligible for fire insurance as an item of special need.

Revised Version:

Policy: Fire/Liability Insurance

Applicants/recipients who own their own home will be eligible for fire/liability insurance as an item of special need.

Rev #	Revision Date	Chapter Number	Chapter Name	Section
6	17/08/01	5	Basic Needs	6 - Shelter Allowance

Previous Version:

Policy: Pro-rated Mortgage Expense

Where only a portion of a mortgage or re-mortgage of a property has been used for the purpose of purchasing, repairing or renovating the residence of an applicant or recipient, the mortgage payments will be prorated and only that portion which relates to the purchase, repairing or renovating will be included in the calculation of a budget deficit.

Policy: Prescription Drugs

Drug coverage will be provided through the Atlantic Blue Cross Care Pharmacare Program. A Health Card Number (HCN) will be required for all applicants/ recipients. See Special Needs Policy for details.

Revised Version:

Policy: Pro-rated Mortgage Expense

Where only a portion of a mortgage or re-mortgage of a property has been used for the purpose of purchasing, repairing or renovating the residence of an applicant or recipient, the mortgage payments will be prorated and only that portion which relates to the purchase, repairing or renovating will be included in the calculation of a budget deficit.

Policy: Prescription Drugs (Deleted)

Rev #	Revision Date	Chapter Number	Chapter Name	Section
5	17/08/01	5	Basic Needs	6 - Shelter Allowances

Previous Version:

Policy: Incremental Shelter Allowance

An incremental shelter allowance as prescribed in **Schedule A** shall be allowed as an expense for a single person who is disabled; is fleeing an abusive situation; has a chronic mental, cognitive or physical condition that limits participation in employment services; is 55 years of age or over; or is a youth and otherwise meets policy requirements.

Revised Version: (Addition - Policy: Single Expectant Mother's Shelter Allowance)

Policy: Incremental Shelter Allowance

An incremental shelter allowance as prescribed in **Schedule A** shall be allowed as an expense for a single person who is disabled; is fleeing an abusive situation; has a chronic mental, cognitive or physical condition that limits participation in employment services; is 55 years of age or over; or is a youth and otherwise meets policy requirements.

Policy: Single Expectant Mother's Shelter Allowance

A single expectant mother, over the age of 19, in her seventh month may qualify for a shelter allowance of up to $550 to assist in acquiring shelter accommodations for two persons.

Procedure

The caseworker will:

- ensure all pertinent supporting documentation is recorded on file, before adjusting the shelter allowance.

Rev #	Revision Date	Chapter Number	Chapter Name	Section
4	17/08/01	7	Pharmacare	1 - Atlantic Blue Cross Care Pharmacare Program

Previous Version:

Policy: Extended Pharmacare

Recipients and/or their spouse and/or dependents may be eligible for extended pharmacare, if a budget deficit exists when the average monthly drug costs are included as an expense in the determination of eligibility for income assistance.

Revised Version:

Policy: Extended Pharmacare

Applicants/recipients and/or their spouse and/or dependents may be eligible for extended pharmacare, if a budget deficit exists when the average monthly drug costs are included as an expense in the determination of eligibility for income assistance.

Rev #	Revision Date	Chapter Number	Chapter Name	Section
3	17/08/01	5	Basic Needs	4 - Rates of Assistance Schedules

Previous Version:

PERSONAL ALLOWANCE		
Shelter Situation	DEPENDENT CHILD (up to age 18)	DEPENDENT CHILD (age 18 to 20 inclusive)

renting, own home, boarding	$133	$180
in hospital 30 days or more	Not prescribed	$105
in a residential rehabilitation program	Not prescribed	$81

Revised Version:

PERSONAL ALLOWANCE			
Shelter Situation	**ADULT**	**DEPENDENT CHILD (up to age 18)**	**DEPENDENT CHILD (age 18 to 20 inclusive)**
renting, own home, boarding	$180	$133	$180
in hospital 30 days or more	$105	Not prescribed	$105
in a residential rehabilitation program	$81	Not prescribed	$81

Rev #	Revision Date	Chapter Number	Chapter Name	Section
2	17/08/01	6	Special Needs	8 - Medically Related Services

Previous Version:

Policy: Dental Coverage

Applicants may be eligible to receive dental coverage under the following circumstances:

- for the relief of pain;
- control of prolonged bleeding;
- treatment of swollen tissue;
- provision or repair of broken dentures;
- dental problems are identified as a barrier to employment by Employment Support staff.

Applicants may be eligible for assistance to cover the cost of dentures, when recommended by a physician or a dentist. Dentures shall be obtained by the most economical means and must be provided by a licensed denturist.

Financial assistance will not be provided for services arranged with a dentist or denturist without having received prior approval.

Procedure

The caseworker will:

- assess each request for dental services and determine if the need is of an emergency nature;
- ensure that determination of services and costs are established prior to the authorization;
- obtain supervisory approval prior to approving dental services for individuals who have been identified by Employment Support staff as having dental problems, which have been identified as a barrier to employment;
- the allowable procedures and rates for dental service/items are listed in the Dental Rates Schedule(Section 11). This list is not intended to represent services, which should or should not be covered under dental policy. It is only a list of frequently performed procedures.

Revised Version:

Policy: Dental Coverage

Applicants may be eligible to receive dental coverage under the following circumstances:

- for the relief of pain;
- for control of prolonged bleeding;
- for treatment of swollen tissue;
- for provision or repair of broken dentures;
- for dental problems identified as a barrier to employment by Employment Support staff.

Applicants may be eligible for assistance to cover the cost of dentures when recommended by a physician or a dentist. Dentures shall be obtained by the most economical means and, if provided by a denturist, the denturist must be licensed. Only one quote will be required, provided the fee is within the fees listed on the Dental Rates Schedule.

The service provider will be authorized to perform services listed in the Dental Rates Schedule in Chapter 6, Section 11 up to a maximum of $300 without prior approval.

The service provider will only be required to provide an estimate of costs when it is expected to exceed the $300 maximum.

Procedure

The caseworker will:

- verify that the service rendered must be listed as a service in the Dental Rates Schedule in Chapter 6, Section 11 and performed for the approved fee;
- ensure the approval for substitution of similar services shall be provided as long as the fee remains the same;
- when contacted by the service provider, verify, through telephone or fax, or other modes, an individual's general eligibility for income assistance;

- ensure the standard dental billing form listing the procedure codes, and approved fee, has been submitted as the accepted form of billing.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
1	17/08/01	13	Appendices	Acronyms

Previous Version:

HIV - Hepatitis Infected Virus

Revised Version:

HIV - Human Immunodeficiency Virus

How To Use This On-Line Policy Manual

♦ Introduction

Explains what the policy manual is, its structure, how revisions are posted, and the formats available.

♦ How To Navigate This Manual

Explains the navigation symbols used on the web site.

♦ How To Search This Manual

Explains how to search the policy manual.

♦ How To Contact Us

Contains information on how to contact us if you have questions about the policy manual.

♦ Legal Message

Contains our necessary legal information.

Introduction

The Employment Support & Income Assistance (ESIA) Act and **Regulations** are the authoritative reference for eligibility decisions. The ESIA policy manual documents policies and administrative procedures of the ESIA Program. This manual is the operational document to support the decision making process of staff of the Employment Support & Income Assistance Program, the primary users of this manual. This policy manual provides further information, clarification, authority levels and ministerial direction supporting legislation.

The Employment Support and Income Assistance policy manual is available on the Internet for global access to improve client service and departmental efficiency.

Policy Manual Structure

This policy manual is divided into chapters, chapters are divided into sections, and within each section are a number of policy and procedure statements. The start of each chapter contains the following header information;

Chapter:
Section:
Issued Date:
Revised Date:
List of regulations relating to the policy chapter.

Revisions

The ESIA policy manual will be a "living" document, i.e. frequently revised. Events that will trigger revisions include: the introduction of new legislation; new policies and procedures; regularly scheduled reviews; and the identification of other necessary changes.

A section of the on-line manual provides a revision history. The revision history will provide a listing of all revisions organized by revision date, chapter number, chapter name, section and a concise description of the change. To prevent confusion, the previous version(s) of the electronic policy will be removed from the web site. Users who will require access to an earlier version of a policy may contact the policy section of the Income Assistance Division, directly at **ESIAmanual@gov.ns.ca** where a copy of all manuals and subsequent revisions will be housed in a Central Registry.

Record of Revisions

Revision Date	Chapter Number	Chapter Name	Section

This will be followed by a short introduction that will explain the intent of the section being revised. This will be followed by the revised section, and then by an explanation of why the section was revised.

There will be a link in each revision to take you directly to that section within the policy manual.

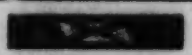
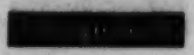
Formats

The Employment Support & Income Assistance policy manual is presented on-line in two formats: 1) HTML - this is the basic format for the vast majority of web pages. For this policy manual, it provides a means for users to find and read sections of the manual they are interested in; 2) PDF - designed for printing, this format requires **Adobe Acrobat Reader,** free software that is available to download to your computer. PDF allows the user to print the entire policy manual or to print only those pages a user may be interested in.

If you have any questions about this policy manual, please e-mail **ESIAmanual@gov.ns.**

How To Navigate This Policy Manual

You will see a number of navigation buttons throughout this manual. Placing your cursor over each one and clicking will take you to different areas of information.

	Takes you to the home page of the Nova Scotia Government's public web site
	Takes you to the home page of the Department of Community Services.
	Takes you to the table of contents page for the Employment Support & Income Assistance policy manual - the main page of the policy manual.
	Takes you to a collect of links related to this policy manual, including such things as other on-line social assistance policy manuals in Canada.
	Activates the search function of this manual. See "**how to search this manual**" for more information.
	Takes you a list of links, e-mail, phone and fax numbers for this manual, for the department, and for government.
	Takes you to the top of the current page.

The web site of the ESIA policy manual has been designed to take you to a specific section in three steps. Starting at the table of contents page, select the chapter you are interested in and click. You are taken to the chapter and presented with a list of sections. Select a section and click. Then scroll down until you find the exact information you are looking for.

How To Search This Policy Manual

Searching this manual is basically a two-step process.

1) To activate the search engine for this manual, click on this navigation button:

(insert navsearch100.jpg)

You will then be prompted to enter in the word, words, or phrase you are looking for.
Check out the **Tips For Searching** section to learn more.

If the word, words, or phrase are found within the policy manual, the search function will list the pages where they can be found. Select the page you want or are interested in and click on the link. It will take you to the top of that page.

2) When you are at the page you want, you should now search that page for the word, words, or phrase you are looking for. To do this in a Windows(TM) environment, press the keys "Ctrl" and "F" to activate the find function. Then enter your word, words, or phrase again and you will be taken to every instance where they are found on that page.

How To Contact Us

If you have any questions about this policy manual, please e-mail us at:**ESIAmanual@gov.ns.ca**
If you are looking for a program division or regional office in the Department of Community Services please **click here**.

Legal Message

This electronic version of the Employment Supports and Income Assistance Policy Manual is provided for your convenience and personal use only and may not be copied for the purpose of resale in this or any other form. This version is updated regularly but where accuracy is crucial please contact **ESIAmanual@gov.ns.ca** to obtain an official copy of the policy. Formatting of this electronic version may differ from the official printed version.

Chapter 2
General Policy Statements

Issued: August 1, 2001
Revised:

Departmental standards require the completion of the following template. The template is intended to provide an overall policy statement that briefly summarizes the various program components.

Program Statement

The purpose of this Act is to provide for the assistance of persons in need and, in particular, to facilitate their movement toward independence and self-sufficiency.

Definitions

Refer to Chapter 4: **Definitions**

Policy Objective:

- to provide for compliance with the ESIA Act as it pertains to persons in need and employment support services.

Application

- applies to persons who apply for assistance under the ESIA Act.

Policy Guidelines

Policy was developed with the following guidelines that:

- independence and self-sufficiency, including economic security through opportunities for employment, are fundamental to an acceptable quality of life in Nova Scotia;
- individuals, government and the private sector share responsibility for economic security;
- assistance to develop skills and abilities will be required for some Nova Scotians that will enable them to participate as

fully in the economy and in their communities so far as it is reasonable for them to do;

- the provision of assistance to and in respect of persons in need and the prevention and removal of the causes of poverty and dependence on public assistance are the concern of all Nova Scotians;

- income assistance must be combined with other forms of assistance to provide effectively for Nova Scotians in need; and

- employment support and income assistance must be effective, efficient, integrated, co-ordinated and financially and administratively accountable.

Policy Directives:

The policy contains direction and procedures on:
Eligibility, Employment, Special Needs, Allowances & Expenses, Income, Assets, Compensation Payments, Pharmacare, Youth, Overpayments/Underpayments, Nova Scotia Child Benefit, Maintenance, Privacy, Administrative which have the Employment Support and Income Assistance Act and Regulations as their legislative authority.

Accountability

The Executive Director, Director, and program staff are responsible for ensuring compliance with the Act, Regulations and Policy.

Monitoring

The Employment Support and Income Assistance division is responsible for monitoring this policy. This will be accomplished through formal and informal program and system reviews and evaluations.

References

- Employment Support & Income Assistance Act
- Employment Support & Income Assistance Regulations
- Federal Child Support Guidelines
- Freedom of Information and Protection of Privacy Act & Regulations
- Family Maintenance Act
- Family & Children Services Act

Chapter 3
Operating Principles

Promoting Self-Reliance and Empowerment

The Employment Support and Income Assistance program (ESIA) must be administered in a manner that enables individuals to manage and control their own lives and, where possible, make the transition to employment.

The Principle of Need

The principle of need must be paramount in determining eligibility for income assistance.

Adequacy

The ESIA program will strive to provide residents of Nova Scotia who are in need with a level of income assistance adequate to meet their basic needs for shelter, food, clothing, and personal care. Clients must have the knowledge that their benefits will provide the supports necessary to move towards self-sufficiency.

Fair and Responsive Services

The ESIA program will be administered in a fair, accessible and timely manner. A client should receive equitable treatment and access to the same core benefits across the province. Clients who feel that they have been treated unfairly have the right to appeal any decision. All services will be provided to clients in a manner that is culturally sensitive and provides advocacy and support for clients experiencing systemic barriers as a result of racism, sexism, ageism, sexual orientation and/or socio-economic disadvantages.

Efficient and Accountable Program Administration

The ESIA program must be efficient, open and accountable to the public for administration, expenditures made on behalf of clients, and for informing recipients of their rights and obligations.

Accountability of Applicants/Recipients

All persons applying for or in receipt of assistance are responsible to provide information and to pursue all other sources of support. The Department of Community Services is accountable to provide a program that does not create dependency but should support each individual's move to self-sufficiency.

Consistent Administration and Understandable Rules

Every effort will be made to have the ESIA program understandable to the client, and administered in a least intrusive, non-judgmental and consistent manner.

Policy should be concise and written in plain language.

Compassion and Respect

All clients within ESIA will be treated with compassion and respect.

Decision Making

Authority and responsibility for client services will be delegated as close as possible to the point of client contact. Employees will be provided with the training, policy guidance and supportive work environment required to carry out their responsibilities.

Confidentiality

The confidentiality of the circumstances of every individual applying for or receiving assistance will be respected. Clients must have the assurance that information about them is confidential.

Coordination of Services

Coordination with other levels and departments of government agencies and community-based organizations must be developed and/or maintained to link recipients to needed programs and services.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 4
Definitions

Issued: August 1, 2001
Revised:

Regulations:
Act:

Definitions

(a) "Aboriginal Peoples" shall mean "Indian Band" as defined by the federal Indian Act. Usually, this will refer to the thirteen Mi'kmaq Indian Bands and reserve lands in Nova Scotia, but it could also refer to any of the over 320 Indian Bands in Canada;

(b) "allowable mortgage expense" means the percentage of an applicant's or recipient's mortgage payment that is included as an expense;

(c) "applicant" means a person who applies for assistance;

(d) "application" means an application for assistance pursuant to Section 4;

(e) "approved educational program" means:

(i) a high school, adult day school, upgrading or literacy program, or

(ii) technical or professional training of a duration of two years or less;

(f) "applicable assets" includes real property and liquid assets but does not include:

(i) a primary residence of an applicant or a recipient that is assessed at less than twice the average assessed value of single family dwellings in the municipality in which the residence is located,

(ii) a cash surrender value of under $500 of a life insurance policy,

(iii) a motor vehicle used for basic transportation, including transportation related to job search requirements, training or health and safety requirements,

(iv) tools or equipment directly related to a trade or profession,

(v) a registered education savings plan established for the education of a child and intended for use by that child in relation to education expenses,

(vi) any portion of a registered retirement savings plan that is part of an employment pension program at the place of employment where the applicant or recipient is employed, temporarily laid off or on sick leave;

(g) "assistance" means the provision of money, goods or services to a person in need for:

(i) basic needs, including food, clothing, shelter, fuel, utilities, and personal requirements,
(ii) special needs,
(iii) employment services;

(h) "boarder" is an applicant/recipient who has the use of separate and private sleeping accommodations and who has meals and other services provided;

(i) "budget deficit" of an applicant or recipient means the amount by which the total allowable expenses of the applicant or recipient exceed the total chargeable income of the applicant or recipient;

(j) "chargeable income" of an applicant or recipient means income that is included for the purpose of computing the amount of assistance payable to the applicant or recipient pursuant to the regulations;

(k) "child welfare agency" an agency within the meaning of the Children and Family Services Act;

(l) "cohabit" means to live together with another person as a spouse and "cohabitation" and "cohabitating" have corresponding meanings;

(m) "deferred income" includes retroactive pay, retroactive pension or other benefits and any form of compensation for loss of income, including compensation paid for insufficient notice of termination of employment;

(n) "dependent child" means a person residing in Nova Scotia who is dependent for support upon an applicant or a recipient and is:
(i) under the age of 19 years, or
(ii) 19 or 20 years of age and is attending an approved educational program not designated for student loan purposes;

(o) "Director" means the Director of Income Assistance in the Department of Community Services;

(p) "employability" means the many factors that assist a person to be more self sufficient, including but not limited to skills, education, learning experiences, work experience, life situation, health, goals, volunteer activities, resources in the community, availability of transportation and child care, and personal supports;

(q) "employability assessment" means an assessment, which is used to determine whether a recipient or a spouse of a recipient is employable at the time of the assessment and, if not employable at the time of the assessment, includes an assessment of the measures or activities that can reasonably be undertaken by the recipient or spouse to enable the recipient or spouse to become employable;

(r) "employment plan" means a plan that is developed in conjunction with an employability assessment and that establishes the goals of a recipient or a spouse of a recipient in respect of:

(i) participation in employment services,

(ii) participation in an approved educational program, and

(iii) employment;

(s) "Employment Support Services" is a range of services provided by the Department of Community Services aimed at assisting employable clients of income assistance to achieve employment;

(t) "employment services" means services and programs to assist recipients in enhancing their employability and quality of life, including programs provided by other departments, agencies or governments in partnership with the Minister;

(u) "expense" means an expense of an applicant or recipient that is included for the purpose of calculating the amount of assistance payable to the applicant or recipient pursuant to these regulations, and includes an expense of a spouse and, where applicable, a dependent child;

(v) "Family Benefits" means benefits received under the *Family Benefits Schedule "B" Regulations;*

(W) "full-time", with respect to employment, means paid employment for 30 hours or more per week;

(x) "home" includes a mobile home;

(y) "home improvement loans" means loans that are granted for essential repair to the home and/or replacement of equipment considered part of the structure of the home (i.e., furnace, pump, hot water heater, etc.);

(z) "income maintenance payment" means a payment made to a person by the Government of Canada or of Nova Scotia in respect of loss or presumed loss of income by reason of unemployment, loss of the principal family provider, illness, disability or age;

(aa) "liquid asset" means any asset readily convertible into cash including cash on hand, bank accounts, stocks and bonds or other securities;

(ab) "Minister" means the Minister of Community Services;

(ac) "mobile home" means any trailer that is:

(i) designed for or intended to be equipped with wheels, whether or not it is so equipped, and

(ii) constructed or manufactured to provide a residence for one or more persons,

but does not include a travel trailer or tent trailer or trailer otherwise designed;

(ad) "mortgage payment" means the actual amount paid, calculated monthly, less any payment of taxes included in the payment for a mortgage that has been obtained for the purpose of purchasing or making necessary repairs or renovations to the primary residence of an applicant or recipient;

(ae) "municipality" means a regional municipality, incorporated town or a county or district;

(af) "net wages" - gross wages minus the following mandatory deductions;

(a) Income Tax (at the minimum rate required for the family size and circumstances);
(b) Employment Insurance;
(c) Canada Pension Plan;
(d) Group Health, Life and Disability Insurance (at the minimum coverage required);
(e) Pension Contributions (when contributions are mandatory);
(f) Union Dues, and
(g) Professional Fees (if not deducted from pay cheque the annual amount is divided by 12);

(ag) "overpayment" means any assistance paid pursuant to the Act that was paid based on false or misleading information supplied by an applicant or that otherwise ought not to have been paid according to the Act and the regulations, and includes sums paid to a person who receives deferred income with respect to any period for which assistance was provided and sums paid to a person that were agreed to be repayable, whether out of the proceeds of the deferred sale of an asset, from deferred income or otherwise;

(ah) "part-time", with respect to employment, means paid employment for up to 30 hours per week;

(ai) "person in need" means a person whose requirements for basic needs, special needs and employment services as prescribed in the regulations exceed the income, assets and other resources available to that person as determined pursuant to the regulations;

(aj) "post-secondary education program" means a program designated for student loan purposes;

(ak) "primary residence" means the housing unit ordinarily inhabited by an applicant or recipient;

(al) "recipient" means a person who is receiving assistance;

(am) "roomer" is an applicant/recipient who has the use of separate and private sleeping accommodations and who provides for his/her own meals and other services;

(an) "special need" means a need for:

(i) an item or service with respect to:

(a) dental care,
(b) optical care,
(c) funeral arrangements,
(d) special diet,
(e) transportation, child care,
(f) implementation of an employment plan, or

(ii) another item or service that is in the opinion of a caseworker essential for an applicant, recipient, spouse or dependent child,

but does not include an item or service that is insured under Provincial insured health services programs or otherwise funded by government;

(ao) "self-employment" with respect to a person, means work in a business that the person directly or indirectly operates and controls, but does not include work a person carries out as a dependent contractor or in which he or she is remunerated by commissions, and "self-employed" has a corresponding meaning; generally, you are self-employed if you control:

1) the number of hours your work;
2) the premises and material you sue; and
3) the way you do your duties;

(ap) "spouse" means:

(i) a husband or a wife of an applicant or recipient, or
(ii) a common-law partner or a same-sex partner with whom an applicant or recipient is in a marriage-like relationship that is not a legal marriage;

(aq) "supervisor" means a person in the employ of the Department of Community Services who is responsible for overseeing the work and decisions of a caseworker;

(ar) "supported employment" means employment of a person whose physical, mental or cognitive abilities may limit their ability to be financially self-sufficient;

(as) "taxes" means any tax imposed by or under an enactment in respect of real or personal property;

(at) "training allowance" means an allowance for services and expenses necessary for a person to pursue academic studies, skills training, life skills development, on-the-job training, or training in a sheltered workshop;

(au) "transient" is a person with no fixed address;

(av) "unearned income" includes income maintenance payments, workers' compensation, insurance payments, damage awards, income from mortgages, any maintenance payments, superannuation and income from investments, such as stock and bonds;

(aw) "youth" means a person aged 16 to 18, inclusive, who is eligible to apply for assistance.

Chapter 5
Basic Needs

Section 1
Initial and Ongoing Eligibility

Issued: August 1, 2001
Revised:

Regulations:
4 Application for Assistance
5(1)(2), 7(1) Additional Information Required
7(2), 15(4) Changes in Circumstances
9 Providing Documentation
14(1)(3) Eligibility for Assistance
29(1) Expenses to be Considered

Act:

Intent

To implement and give effect to the Act and Regulations respecting initial and ongoing eligibility, in order to ensure the provision of assistance to individuals determined to be unable to meet their basic needs and/or special needs according to the allowances outlined in policy and regulations.

Policy: General Eligibility Criteria

In order to be eligible for income assistance, an applicant must:

- be 19 years of age or older [or meet criteria set out for persons 16 to 18 years of age inclusive];
- be present in the Province at the time of application;
- be a person in need;
- pursue all other feasible sources of income;
- provide and complete all required documentation to substantiate need; and a budget deficit;
- participate in determination of need for an employability assessment.

Policy: Required Documentation

In order to determine eligibility, ongoing eligibility or to verify information obtained from an applicant or recipient, the applicant or recipient must provide the following at the time of application or at any other time during which a person is in receipt of income assistance:

- a completed and signed application form;

- the social insurance number of the applicant/recipient, spouse and, if applicable, dependant child;
- the health card number of the applicant/recipient, spouse and dependent child;
- an authorization for the release of information or the obtaining of information necessary to determine the person's eligibility, ongoing eligibility or to verify information relating to eligibility or ongoing eligibility;
- client personal and financial information;
- required documentation as dictated by client's circumstances/situation.

Where an applicant or a recipient refuses to provide information or to provide the required documentation, benefits shall be refused and/or discontinued.

Policy: Reporting Change in Circumstances

Recipients are required to report any change in circumstances, which may affect their eligibility immediately upon the occurrence of the change or prior to, if known in advance. Changes in circumstances include, but are not limited to, changes in income, assets, shelter expenses, living arrangements, or other changes such as increases/decreases in number of dependents, cohabitation, marriage, divorce, etc.

Policy: Ongoing Eligibility

Those recipients determined to be on a monthly reporting cycle must establish ongoing eligibility on a monthly basis. This includes a verification of income, expenses and efforts to obtain alternate financial support.

Procedure

The caseworker will:

- advise recipients of the necessity to report changes in circumstances verbally and by the use of documents, such as an income statement;
- record and process changes in recipient's circumstances in a timely manner;
- assess the entire family situation at the time of application, monthly and/or when a change in circumstances occurs in order to accurately determine the correct level of income assistance.

Policy: Request for Medical Information

In situations where an individual indicates their disability/illness is a barrier to employment, relevant medical and social information may be required. If a medical report is unclear, onus is put on the client to obtain further clarification, if required.

Income assistance may be provided for a reasonable period of time until a medical report is obtained.

In those cases where there is potential for employment or involvement in employment services, clients may be required to actively participate in a case plan tailored to their capabilities and intended to maximize their opportunities for self-reliance.

Policy: Emergencies/Incomplete Documentation

The caseworker may provide assistance if:

- eligibility can not be determined in a timely manner given the presenting circumstances;
- the need for assistance is determined to be immediate and urgently required to ensure the health and safety of the applicant/recipient and/or his/her family where the need is apparent and/or verified;
- all documentation required to determine eligibility is not available;
- applicants/recipients have been advised they must complete the necessary documentation at the earliest opportunity.

Procedure

The caseworker will:

- ensure that applicants/recipients complete the appropriate documentation at the earliest opportunity.

Role of Intake

The role of the Intake Process is to make preliminary assessment of applicants' eligibility and to inform them of his/her rights and responsibilities. In carrying out this function, the intake process must collect relevant information to support applicants' request for assistance and to assess the nature of the request. The intake process may, when necessary, provide emergency assistance.

There are six (6) major steps involved in the intake process. Office structures and staffing patterns will dictate how and who will carry out these procedures. These steps include:

- **Initial Contact;**
- **Record and Request;**
- **Potential Eligibility Determination including three employability participation questions;**
- **Home Visit;**
- **Final Eligibility Determination;**
- **Cheque Production/Pharmacare Eligibility/Assignment of Case Manager.**

Initial Contact

At this point, staff determine the specific nature of the request and route the request appropriately. This may include a referral to other agencies and services and/or the gathering of basic information.
Basic information is gathered and recorded on an Intake/Application form. This information includes:

8) **Name;**
9) **Address;**
10) **Health Card Number (for all family members);**
11) **Social Insurance Number (SIN);**
12) **Birth Date;**
13) **Family Composition.**

Record & Register

- staff must have obtained prior consent from the applicant before entering any applicant information on the electronic file. Once consent is received to proceed, staff must record the agreement by the applicant to proceed. Recording the applicant's consent is a mandatory notebook entry. Should consent be denied, staff must inform the applicant that no further action can be taken with respect to their application;
- next, staff must conduct a prior contact check and record and register on electronic file, if necessary;
- determine if the case meets intake criteria. (If previously assisted in the past 12 months, case is assigned to a caseworker);
- the applicant is advised that a caseworker will be in contact within one working day for the purpose of initial determination of eligibility where circumstances warrant. The applicant may be referred immediately for completion of the application process (i.e., emergency or urgent need).

Potential Eligibility Determination

- contact the applicant within one working day of referral and obtain sufficient information to determine potential eligibility by the completion of a budget. This involves gathering basic information from the applicant respecting their financial situation and living arrangements;
- client is found to have no potential eligibility for the ESIA. The client will be formally advised in writing of their right to appeal. It is a function of the intake process to create notification;
- client is found to have potential eligibility for ESIA. This may include, but not limited to, a job search effort, pursuing other potential sources of income and the provision of medical information when required. With respect to job search efforts, clients/spouses, where appropriate, may be asked to continue their job search. They may also be provided assistance in conducting their job search, where appropriate.

Home Visit

- a home visit should be conducted within three (3) working days upon receipt of appropriate documentation. The caseworker arranges an appointment with the applicant for a home visit. When arranging the home visit, the caseworker should inform the applicant of documents required to complete the application and budget assessment processes and request that the applicant have these documents ready for the home visit;
- during the home visit, the caseworker should complete the application. This includes explaining the process and obtaining all other required documentation. The applicant must sign the application and other relevant forms. In circumstances where the applicant is unable to do so, another family member or responsible person may sign the application and other required documentation on behalf of the applicant;

- the caseworker shall determine the presenting needs of an applicant by conducting a thorough assessment and documentation of the applicant's circumstances;
- financial information presented by the applicant is gathered and reviewed to determine financial eligibility;
- determine the applicant/spouse's employability participation profile by asking the three questions on page three of the application. Complete employability participation(EP)codes. At intake, there are only three EP codes that can be used:
  1. Waiting for Assessment
  3. Temporarily Excused
  4. Not required
- identify any existing overpayment/underpayment. A decision cannot be made until all required documents are provided by the applicant and verified by the caseworker;
- provided all required documentation is received and verified, advise the applicant that a decision regarding eligibility will be made within three working days.

Final Eligibility Determination

The caseworker will:

- advise when an applicant is approved, outlining any conditions of continuing eligibility. Ineligible applicants are advised of the reason (s) for denial and advised of the right to appeal and procedures to do so;
- develop a case plan;
- refer clients as required to appropriate community agencies, services;
  - Family Maintenance Income Support programs,(as appropriate)
  - Eligibility Review program,(as appropriate)
- advise clients of the necessity to report changes in their circumstances, both verbally and through the income assistance forms that identify these requirements;
- notify the applicant to provide any missing or updated information that is required;
- keep a record of the outstanding information that is to be included in the client's file and bring the file forward for follow-up.

Cheque Production/Pharmacare Eligibility/Assignment of Case Manager

- cheque production type is assigned monthly at Intake;
- cheque production type for cases that meet periodic criteria and with supervisory approval may be changed to that code after three months of eligibility;
- review date and cycle is assigned. This is mandatory for all clients.

Eligibility for Pharmacare

See Pharmacare Policy Chapter 7

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 5
Basic Needs

Section 3
Budget Calculations

Issued: August 1, 2001
Revised:

Regulations:
16(3) Joint Custody
27(2) Supervisor May Determine Higher Amount
29(1)(2) Expenses in Determining Eligibility
30 Amount Payable
37 Joint Ownership of Primary Residence
46 Supervisor Can Modify Calculation of Budget Deficit
58 Trust Money

Act:

Intent

To ensure applicants/recipients receive the amount of income assistance for which they are eligible.

Policy: Eligible Budget Calculations

In determining initial eligibility for income assistance, the following shall be included in the budget calculations of the applicant:

- expenses prescribed in Schedule "A" of the ESIA Regulations for basic needs;
- expenses prescribed in Section 29(1) of the ESIA Regulations with respect to the provision of transportation and child care for the purpose of employment, health and safety;
- expenses prescribed for applicable special needs as defined by special needs policy.

In determining ongoing eligibility for income assistance, the following shall be included in the budget calculations of the recipient:

- expenses prescribed in Schedule "A" of the regulations for basics and special needs;
- expenses for participation in an employment plan.

Procedure

The caseworker will:

- determine the amount of assistance payable based on the difference between allowable expenses and income;
- pay the recipient 100% of the budget deficit.

Policy: Debts of Applicant/Recipient

The debts that an applicant/recipient may have with loan companies, merchants, individuals, etc. are not included in the determination of eligibility or level of benefits.

The only exceptions to this include mortgages or loans directly related to the purchase and/or necessary maintenance of the applicant's principle residence, subject to approved shelter rates.

The department will generally not provide assistance where the loan or mortgage is for cosmetic or unnecessary repairs to the home. In situations where this would create hardship for the client, the caseworker may allow this to be included as an expense, subject to shelter maximum.

Procedure

The caseworker will:

- ensure that information concerning the nature of the mortgage or loan is provided by the applicant/recipient;
- communicate that the recipient must receive prior approval for any changes to their mortgage expense, such as a home improvement loan.

Policy: Child in Applicant's Care

An applicant is eligible to apply for income assistance on behalf of a child in the applicant's care and custody where the child is not being maintained by his/her parent or the Provincial Child Welfare authorities and where the applicant is the legal guardian of the child. Legal guardianship can be determined by documents from the court or by parental consent.

The caseworker would consider the child as a dependent child in the determination of the applicant's budget deficit.

Procedure

The caseworker will:

- ensure the applicant has made every reasonable effort to obtain assistance from the parent or parents of the child;
- ensure the applicant has applied for benefits available for

maintenance of the child from any other source.

Policy: Cohabitation

Persons who represent themselves to others to be each other's spouse will be considered as a two adult family unit in determining initial eligibility or ongoing eligibility. Refer to guidelines with respect to determining cohabitation in Chapter 9, Section 6, Eligibility, Cohabitation.

Policy: Joint Home Ownership

Where a primary residence is jointly owned, the allowable mortgage expense shall be prorated. Where such prorating will cause undue hardship, the full amount of the mortgage, subject to the shelter maximum, may be allowed.

The applicant/recipient may be required to enter into a repayment agreement in respect to the assistance granted.

Procedure

The caseworker will:

- ensure documentation is provided by the applicant/recipient detailing the full amount of the order and/or agreement;
- ensure documentation of ownership is provided by the applicant/recipient;
- determine the prorated amount based on the portion of the residence owned by the client;
- where applicable, request that the applicant/recipient sign/complete a repayment agreement.

Policy: Mortgage Payment-Separation/Maintenance Agreement

Where a contribution to a mortgage payment is a condition of a maintenance order or separation agreement, the allowable mortgage expense shall reflect the total mortgage costs, subject to the maximum shelter allowance, and the full amount of the maintenance order or separation agreement will be charged as income.

Policy: Fines

A fine is a legal obligation placed on an individual by a court of law. The amount of the fine cannot be provided for or recognized in the calculation of a budget deficit.

Policy: Seizure/Garnishment

Pursuant to section (9) of the ESIA Act, income assistance payments are not assignable and are not subject to seizure or garnishment except as may be required in order to recover an overpayment by the Department of Community Services.

Policy: Joint Custody

Where a dependent child resides with more than one applicant or recipient, he/she may be included only in the budget of the applicant or recipient where the child resides the majority of the time.

Procedure

The caseworker will:

- ensure that documentation is provided as to the status of the custody situation for each dependent child;
- include the child in the budget only if the applicant is the parent who receives the Canada Child Tax Benefit.

Policy: Trust Money

Where the applicant/recipient and/or any family member has access to monies set aside in trust, these monies are included in the determination of eligibility or level of benefits.

Intent

To provide for the inclusion of personal and shelter allowances for applicants/recipients.

SCHEDULE A: Personal Allowances and Maximum Shelter Allowance

PRESCRIBED ALLOWANCES

SHELTER ALLOWANCE		
FAMILY SIZE	**RENT/OWN HOME**	**BOARD**
1	$235	$197
2	$550	$242
3+	$600	$282

INCREMENTAL SHELTER ALLOWANCE		
FAMILY SIZE	**RENT/OWN HOME**	**BOARD**
1	$300	$26

PERSONAL ALLOWANCE			
Shelter Situation	**ADULT**	**DEPENDENT CHILD (up to age 18)**	**DEPENDENT CHILD (age 18 to 20 inclusive)**
renting, own home, boarding	$180	$133	$180
in hospital 30 days or more	$105	Not prescribed	$105
in a residential rehabilitation program	$81	Not prescribed	$81

Intent

To determine the personal allowance requirements of an applicant/recipient.

Policy: Personal Allowances

An applicant or recipient who is renting, boarding or owns his/her own home will be allowed the personal allowance rates outlined in **Schedule A** as expenses in the calculation of the budget deficit. For the purpose of calculating entitlement, the expenses of an applicant/recipient shall be deemed to include the expenses of a spouse or person living with the applicant/recipient as a spouse and a dependent child 18 or older.

Policy: Dependent Children Included/Not Included in the Budget

A personal allowance for dependent children in the care and custody of an applicant, under the age of 18, is not included in the budget calculation. The only exception is when an applicant/recipient is not in receipt of the Nova Scotia Child Benefit (NSCB) for a dependent. When this occurs, $133 is included as a personal allowance for the dependent child until such time as the applicant/recipient becomes a recipient of the NSCB program. (Please see Child Benefit Adjustment Policy for further detail.)

Unearned income being received by or on behalf of the dependent(s) shall be charged as income in the budget.

Income from part-time employment received directly by a dependent child who is attending an approved educational program shall not be considered in determining the family's entitlement.

If a dependent child is working full time, the child will cease to be a dependent child and assistance will be discontinued the last day of the month the child ceases to be a dependent child.

Where a dependent child is attending, on a regular basis, an approved educational program, which is not designated for student loan purposes, assistance may be provided after the dependent child becomes 19 years of age. Under these circumstances the child may continue to be included in the applicant/recipient's budget up to the age of 21.

Policy: Maternal Nutritional Allowance

Recipients shall receive a Nutritional Supplement of $29.00 per month included in a client's monthly entitlement from the date the caseworker is notified of the pregnancy or birth of a child up to and including twelve full months after the birth of the child.

Procedure

The caseworker will:

- notify clients of the Nutritional Counselling available through Community Health nurses from the Department of Health and facilitate a referral if the client so wishes;

- include the amount in the client's budget until such time as the child has reached the age of one year.

Regulations:
32 Personal and Shelter Allowances
35 Combined Expenses
36(1)(2) Mortgage Payments
38 Property Tax
39 Rent
40 Heating Costs
41 Electricity Costs
42 Water Costs
45 Incremental Shelter Allowance
46 Supervisor Can Modify Calculation of Budget Deficit

Act:

Intent

To determine the shelter requirements of an applicant/recipient.

Policy: Shelter Allowance

For the purpose of calculating shelter allowance, the expenses of an applicant/recipient of benefits shall be deemed to include the expenses of a spouse or person living with the applicant/recipient as a spouse and a dependent child.

Policy: Incremental Shelter Allowance

An incremental shelter allowance as prescribed in **Schedule A** shall be allowed as an expense for a single person who is disabled; is fleeing an abusive situation; has a chronic mental, cognitive or physical condition that limits participation in employment services; is 55 years of age or over; or is a youth and otherwise meets policy requirements.

Policy: Single Expectant Mother's Shelter Allowance

A single expectant mother, over the age of 19, in her seventh month may qualify for a shelter allowance of up to $550 to assist in acquiring shelter accommodations for two persons.

Procedure

The caseworker will:

- ensure all pertinent supporting documentation is recorded on file, before adjusting the shelter allowance.

Policy: Renting or Boarding

Living arrangements will be considered renting when an applicant/recipient meets all of the following criteria, otherwise the applicant/recipient shall be considered to be boarding.

Rental accommodation must meet all of the following:

- applicant/recipient purchases own food;
- applicant/recipient prepares own food;
- applicant/recipient responsible for maintenance of own premises.

An applicant/recipient residing in a private residence, who has self-contained premises which include housekeeping facilities, such as a stove, refrigerator, kitchen sink, as well as bathroom and living arrangements, will be considered renting.

Policy: Renters and Home Owners

An applicant or recipient who owns his/her home or is renting will be allowed actual expenses for rent, mortgage payments, home improvement loan payments, heating costs, electricity, property tax, water supply or service up to the maximum shelter rates noted in **Schedule A** in the calculation of the budget deficit.

If a mortgage is paid by an outside source, such as an insurance company or other source, the mortgage will not be included in the income assistance payment.

Where a recipient has fluctuation in shelter costs because of fuel or electricity, he/she will be encouraged to use budget billing.

Where an applicant or recipient has shelter expenses excluding heat that are close to or at maximum shelter, they should be encouraged to relocate in order to effectively budget within maximum shelter allowances.

Procedure

The caseworker will:

- ensure that loans that are cosmetic in nature will not be considered as a Home Improvement Loan.

Policy: Boarding

An applicant or recipient who is boarding with either a relative or a non-relative will be assisted with personal and shelter allowances as noted in **Schedules** A in the calculation of a budget deficit.

Policy: Special Shelter Requirements

With the approval of the supervisor, the shelter allowance may be increased if the applicant or recipient or spouse or dependent of an applicant is terminally ill or has special needs with respect to barrier-free access to, from or within their accommodations.

Procedure

The caseworker will:

- ensure all pertinent supporting documentation is recorded on file.

Policy: Pro-rated Mortgage Expense

Where only a portion of a mortgage or re-mortgage of a property has been used for the purpose of purchasing, repairing or renovating the residence of an applicant or recipient, the mortgage payments will be prorated and only that portion which relates to the purchase, repairing or renovating will be included in the calculation of a budget deficit.

Regulations:
5 (1)Additional Information Required
47 Chargeable Income
48 Percentage of Net Wages
49 Training Allowance
50 Net Profit From Business
51 Income Tax Refunds
52 Net Chargeable Income
53 Wages of Dependent Child

Act:

Intent

To verify and maintain accurate information used in the determination of initial and ongoing eligibility to support an applicant/recipient's requirements for assistance.

Policy: Documentation

Information is required to support the income assistance application as follows (photocopies of critical documentation should be maintained on file):

General Requirements/Vital Statistics

Nova Scotia Health Card

A Nova Scotia Health Card for each family member is mandatory.

Social Insurance Number

A valid Social Insurance Number is mandatory for all applicants/recipients and spouses. SIN for dependent children are to be provided, if available, but is not mandatory.

Other Documentation

Other documentation, such as birth certificates, driver's license, marriage license, divorce order, adoption papers, school documents, income tax assessment form may be required depending upon the individual circumstances of the applicant and family configuration.

Accommodation Documentation

Home Owner Documentation

Verification of homeowner costs including the latest property tax bill or assessment and utility costs with supporting documentation may be required. If an outstanding mortgage or loan exists, the mortgage payments verified by a copy of the mortgage/loan agreement and/or cancelled cheque/receipt of payment.

Renter Documentation

- the most recent rental receipt showing the monthly rental cost and the name, address and telephone number of the landlord;
- documentation for utility costs not included in rent;
- a lease showing the applicant's name;
- in the case of subletting, the landlord must provide acknowledgment of the sublet in writing.

Boarder Documentation

The most recent receipt showing the monthly cost of board and the name, address and telephone number of the landlord must be provided.

Potential/Pending Income Verification

Determination if the applicant/recipient has applied for or may be eligible for income as a result of present or past sources of income. Typically, this will include Employment Insurance Benefits, C.P.P., WCB, private pension, private disability benefits, etc. In the absence of online inquiry, the source of potential income must be contacted, or cheque stubs provided.

Wages Verification

The most recent cheque stub, pay envelope or a written confirmation of employment earnings and mandatory deductions completed by the employer must be provided.

Self-Employment Verification

A copy of current financial statements or the most recent income tax return must be provided.

Employment Insurance Verification

In the absence of confirmation through on-line inquiry the most recent cheque stub or confirmation from HRDC must be provided.

Workers' Compensation Income Verification

The most recent cheque stub or confirmation from the Workers' Compensation Board must be provided.

O.A.S./G.I.S.

Senior citizens usually receive the O.A.S./G.I.S. or an income equivalent to or greater than O.A.S./G.I.S. This should be verified by a copy of the most recent cheque stub or confirmation from Human Resources Development Canada. The reason for any reduction in G.I.S. is to be established and recorded.

Income Tax Assessment Form

A copy of the most recent income tax assessment form is required at initial eligibility and yearly. A copy of the client and spouse's income tax form, if applicable, will be requested.

CPP or Quebec Pension Plan

The most recent cheque stub or confirmation from the Canada/Quebec Pension Plan must be provided. Applicants between 60-64 years of age will be required to apply for CPP, regardless of whether they will receive a lesser amount than if they waited to receive CPP at age 65.

Veteran's Allowance

The most recent cheque stub or confirmation from the Department of Veterans Affairs must be provided.

Private Pension or Disability Plan

The most recent cheque stub or confirmation from the company that is administering the pension or disability plan must be provided.

Income From Boarders

A copy of most recent receipt given to a boarder(s)or confirmation from the boarder stating the amount paid must be provided.

Rental Income

A copy of most recent receipt given to the tenant must be provided.

Maintenance Support Payments

A copy of the separation agreement, receipt or confirmation from the court must be provided.

Social Security/USA

Cheque stubs or confirmation from the U.S. Social Security Bureau must be provided.

Recent Lump Sum Payment/Deferred Income

Cheque stubs or confirmation from applicable sources must be provided.

Regulations:
5(1)(a)(vi) and (2) Additional Information Required
9 Providing Documentation
12 Ineligibility for Assistance
17(1)(2)Employability Assessment
18(1) Employment Plan
20 Refusal to Accept Employment

Act:

Intent

To ensure that employment, as another feasible source of income, is pursued by an applicant or a recipient.

Policy: Satisfying Job Search Requirements as Part of Initial Eligibility

In determining potential eligibility, a review of the applicant's and/or the spouse of the applicant's circumstances will be conducted to determine the potential requirement to participate in employability activity. Where appropriate the applicant and/or the spouse of the applicant will provide evidence of job search activity prior to application and sign an Understanding of Participation form.

Assistance will be refused where the applicant and/or the spouse of the applicant will not provide documentation of job search activity conducted and/or sign an Understanding of Participation form and/or participate in the supported job search activity.

Procedure

The caseworker will:

- ask the applicant and the spouse of the applicant the three employability participation questions (page three of the Application form);
- make a preliminary determination of the requirement to participate in employability activity.

Where the results of this preliminary review indicate that an applicant and/or the spouse of an applicant appear to have mental, physical, cognitive and/or other life situations that will preclude him/her from being involved in employability activity, there will be no requirement to demonstrate evidence of job search or to sign an Understanding of Participation form as part of establishing eligibility.

Where the results of this preliminary assessment indicate that an applicant and/or the spouse of an applicant appear to be able to participate in employability activity, the applicant and/or the spouse of the applicant will be required to provide documentation of job search activity conducted prior to the intake/application process, and to sign the Understanding of Participation form, as part of establishing initial eligibility.

This documentation can include one or more of the following:

- a copy of the applicant's and/or the spouse's resume;
- a list of employers contacted prior to the request for assistance;
- a description (written or verbal) of the job search methods used (i.e., phone calls, resumes dropped off, advertisements answered, visits to employers, use of local employment services, etc.);
- results and anticipated results of this job search activity.

The provision of this information will satisfy the applicant's and/or the spouse of the applicant's requirement to demonstrate job search activity, and will not be verified by the caseworker through contacts with employers. Demonstration of inappropriate job search techniques indicates that the applicant and/or the spouse of the applicant requires the services of employment support services, and will not be used to withhold the first income assistance payment should the application be deemed otherwise eligible.

Where the results of this preliminary review indicate that an applicant and/or the spouse of an applicant may be required to participate in employability activity as part of ongoing eligibility for income assistance, and the applicant and/or the spouse of the applicant is not able to provide documentation of job search activity conducted prior to application, the applicant and/or the spouse of the applicant may be required to participate in a supported job search using Department of Community Services resources.

The caseworker will:

- verify that these supports can be offered before the end of the next business day. Failure on the part of the Department to be able to offer these services before the end of the next business day can not result in the applicant being denied assistance;
- make the necessary arrangements for the applicant and/or the spouse of the applicant to participate in a supported job search through the Department before the end of the next business day.

The supported job search can include one or more of the following:

- a meeting with a Job Developer, Facilitator or Employment Counselor to create a job search plan for the applicant to conduct;
- attendance at a labour market information session;
- attendance at a resume creation workshop.

With respect to the Understanding of Participation form, the caseworker will:

- read and explain the form to the applicant and/or the spouse of the applicant;
- witness the signature of this form by the applicant and/or the spouse of the applicant;
- attach the signed form to the applicant's file.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 5
Basic Needs

Section 9
Employment

Issued: August 1, 2001
Revised:

Regulations:
2(e)(ab)(i)(E)(F) Definitions
12 Ineligibility for Assistance
17(1)(2) Employability Assessment
18(1)(2) Employment Plan
20(1)(2) Refusal to Accept Employment
21(2) Quitting a Job
24(1) Information to be Provided
29(2) Expenses
44 Employment Expenses

Act:

Intent

A recipient and/or a recipient's spouse who has been deemed potentially appropriate for participation in employment activity through the intake process, must participate in an employability assessment. The results of the employability assessment will be used to develop an employment plan.

Policy: Participation in Employability Assessment

A recipient and/or the spouse of a recipient must participate in an employability assessment unless it has been determined that participation in employment related activity will not be required to maintain ongoing eligibility for income assistance. Where a recipient and/or the spouse of a recipient refuses to participate in an employability assessment, income assistance will be discontinued.

Procedure

The caseworker will:

- use the results of the employability participation questions at intake to enter the appropriate Employability Participation (EP) code for all new recipients. At intake there are only three EP codes that can be used:
    1. Waiting for Assessment
    3. Temporarily Excused
    4. Not Required

For recipients that are coded EP1 (waiting for assessment), the caseworker will:

- make a referral for an Employability Assessment;
- record the date of the referral in the client file.

The staff person responsible for conducting the Employability Assessment will:

- notify the caseworker by E-mail of the appointment date for the employability assessment;
- notify the recipient by telephone or letter of the appointment date and location for the assessment;
- provide a list of information that the recipient is asked to bring to that appointment (i.e., resume, certificates, etc.);
- use the results of the employability assessment appointment to change the EP code from EP1 to one of the following:

  EP2. Required and participating: the employability assessment appointment was attended and an employment plan is being created, or

  EP3. Temporarily excused: the employability assessment appointment was attended and based on the results of that appointment, it has been determined that there will not be a requirement to participate at this time. A bring forward date, not to exceed six (6) months, will be set in order to review the circumstances, or

  EP4. Not required: the employability assessment appointment was attended and based on the results of that appointment, it has been determined that there will not be a requirement now, nor is there likely to be a requirement in the future to participate in employment related activity as a part of ongoing eligibility, or

  EP5. Required and not participating: the recipient did not attend the scheduled employability assessment appointment.

- notify the caseworker of any relevant results of the employability assessment using the notes section of the IA system;
- explain the Employment Action Plan form to the recipient and/or the spouse of the recipient and witness the signature of the recipient and/or the spouse of the recipient on this form;
- begin any referral processes identified as part of the Employment Action Plan.

Policy: Employment Services Provided

A recipient and/or the spouse of a recipient, upon completion of an employability assessment, will be provided access to the most appropriate and cost effective services that are available and necessary to implement the Employment Action Plan.

Procedure

The caseworker will:

- ensure that required services can be delivered by the Department or by community based partners in a timely manner that is responsive to recipient need and consistent with external demands, such as industry and labour market trends before agreeing to the employment action plan. These services include but are not limited to:

  (a) personal development services which facilitate progression to self sufficiency
  (b) support for the client in the form of active presentation to appropriate agencies which provide services that address the recipient's needs and goals
  (c) job preparation and employment entry supports such as job development, resume preparation, workshops, employment referrals, placements etc.
  (d) skills development supports such as skill specific training, placements
  (e) career development supports consistent with a career/life development model that promotes life long learning and encourages recipient ownership of the process
  (f) office and technology supports such as Internet access, telephone service, photocopy and mail service
  (g) literacy/academic upgrading programs up to and including grade 12 that meet standards recognized by the Nova Scotia Department of Education

- utilize the results of the Employability Assessment to refer the recipient and/or the spouse of the recipient to an appropriate, available and cost effective mix of services that will meet the goals and address the barriers identified within the employment action plan;
- use a case conference approach with other sections of the Department of Community Services and/or community based partners to ensure that the recipient's and/or the spouse of the recipient's needs are being met;
- request and receive progress reports from community based partners as required to ensure the recipient and/or the spouse of the recipient is receiving the level of service and is participating;
- provide ongoing reports to the caseworker through continued updating of the notes section of the IA system, the EP code, and case conferencing;
- authorize appropriate financial supports required for the recipient and/or the spouse of the recipient to participate in the employment plan;
- assist the recipient and/or the spouse of the recipient to identify alternate sources of funding and other community resources as required.

Intent

Unless financially supported for all or part of their income assistance under specific federal/provincial agreements, a person who is attending a post-secondary education program of more than two years shall not be eligible for income assistance.

Policy: Post-Secondary Education

Persons who are attending or returning to post-secondary educational programs are not eligible for income assistance. Funding from another feasible source of income (i.e., Student Assistance) must be pursued.

The exception to this policy is an individual who:

- is funded to attend by the Employment Assistance for Persons with Disabilities (EAPD) program, which is a program for adults with vocational handicaps funded by Human Resources Development Canada in partnership with the Government of Nova Scotia; or
- was receiving Family Benefits on April 30, 2000 and is enrolled in a post-secondary educational program on August 1, 2001; or
- was receiving Family Benefits on April 30, 2000 and has applied for post-secondary education prior to August 1, 2001 and commences attending a post-secondary educational program prior to September 30, 2001; or
- is attending a post-secondary education program of two years or less, is a recipient, and is a participant in the Equity Opportunities Program, which is a skills development program for adults funded by Human Resources Development Canada in partnership with the Government of Nova Scotia; or
- is attending a post-secondary education program of two years or less, is a recipient; and

- has been the subject of an employability assessment that recommends that the recipient has the necessary prerequisite skills and can reasonably be expected to become employed in the selected occupational area at the completion of the post-secondary educational program; and
- has pursued other feasible sources of income but they are not available or are insufficient; and
- has been in receipt of assistance or a combination of assistance, family benefits or income assistance for at least six months immediately prior to attending the post-secondary educational program; and
- is available for work when not involved in the post-secondary educational program.

Assistance provided will not include payment of tuition, school books or student fees. Assistance that is provided will be for completion of one post-secondary educational program only for eligible recipients.

Procedure

The caseworker will:

- refer recipients who indicate an interest in pursuing a post-secondary education program as part of their employment plan to the Nova Scotia Student Aid program;
- verify whether the recipient is eligible for Nova Scotia Student Aid, the Equity Opportunities Program and/or the Employment Assistance for Persons with Disabilities (EAPD) program;
- assist recipients who are not eligible for Nova Scotia Student Aid and/or any of the exceptions to this policy to identify alternative paths to increasing employability using the employability assessment and appropriate career planning tools.

Policy: Approved Training/Educational Programs

Persons who are unable to obtain financial assistance from other sources may receive or continue to receive income assistance while participating in an approved training/educational program as part of an approved employment plan. Such programs may include but are not limited to:

- literacy/academic upgrading programs up to and including grade 12 that meet the standards recognized by the Nova Scotia Department of Education;
- high school or adult day school;
- short term specific skill enhancement programs (i.e., First Aid, WHIMIS);
- continuing education classes.

Assistance with educational costs (i.e., tuition, books, transportation, child care, other employability related needs) is considered allowable expenses and may be provided through special needs for those in non-student assistance eligible programs.

Procedure

The ESS caseworker will:

- determine that the program provides evaluation, attendance and progress reports;
- is available and is geographically viable for the recipient and/or the spouse of the recipient to attend;
- determine that the program choice is based on the assessed academic level of the recipient and/or the spouse of the recipient and meets the standards recognized by the Nova Scotia Department of Education;
- determine that the recipient and/or the spouse of the recipient is not able to obtain financial assistance from other sources to attend the program;
- request attendance and progress reports to ensure that the recipient and/or the spouse of the recipient is receiving the level of service required and is participating;
- maintain contact with the recipient and/or the spouse of the recipient participating in an approved educational/training program on at least a quarterly basis throughout the academic year;
- provide ongoing reports to the caseworker through continued updating of the notes section of the IA system, the EP code, and case conferencing;
- authorize child care, transportation and other employment related expenses, to the allowable maximums, required for the recipient and/or the spouse of the recipient to participate in the program.

Intent

To determine eligibility of youth pursuant to the ESIA Act and Regulations.

Policy - Youth Aged 16 to 18 (inclusive) Eligibility Criteria

Applicants for income assistance aged 16 to 18 (inclusive) are the legal responsibility of their parents or legal guardian and not eligible for income assistance. However in the circumstances outlined below, assistance may be granted. Where appropriate, the Minister will pursue support for the child from the parents/guardian.

- is exposed to an alleged unsafe home environment or an unresolvable youth/parent conflict and is unable to return and/or remain in the parental home;
- is residing in circumstances where it has been established that parents/guardians are unwilling and/or unable to provide appropriate home environment for their child;
- is enrolled and attending an approved educational program not designated for student loan purposes and/or an approved learning activity/program;
- is willing to access counseling or mediation services as required;
- is willing to access medical services, which are required to preserve their physical and mental health;
- is willing to live in a setting, which provides a degree of supervision, accountability and guidance in accordance with their age and needs. Independent living may be considered in circumstances where the youth demonstrates the life skills and maturity necessary to live independently.

Procedure

The caseworker will:

- assess whether or not the individual can return to the parental home as outlined in the above criteria;
- part of the assessment would, in most situations, include a discussion with the parent(s);
- consult with other appropriate professionals, such as teachers, police, social workers, clergy concerning the youth's situation;
- facilitate access to mediation/counseling services, if required;
- develop with the youth a case plan that will include:

    a) support for their participation in a non-student assistance education program or approved learning program/activity
    b) if appropriate, a referral to ESS
    c) if appropriate, a referral to counseling, mediation and other community based services

- request and receive progress supports from counselors, schools, etc. as required to ensure the youth is receiving a level of service and is participating.

Policy: Aboriginal Peoples Eligibility Criteria

Aboriginal peoples living on reserve in Nova Scotia are the responsibility of the band and would not be eligible for income assistance.

Aboriginal peoples living off reserve may be eligible for income assistance in accordance with the provisions of this policy. If an Aboriginal returns to live on a reserve, he/she is no longer eligible for income assistance.

Procedure

The caseworker will:

- consult with a Social Services representative from the reserve where the applicant last resided;
- confirm case information and ensure termination of Department of Indian & Northern Affairs Development (DIAND) financial support.

Policy: Non-Aboriginal Peoples Living on a Reserve

Non-Aboriginal applicants living on reserve are eligible to receive income assistance, unless they are a member of a status family.

Policy: Aboriginal Peoples - Prescription Drugs

As aboriginal persons receive prescription drug coverage from the federal government, they are not eligible for the Pharmacare Program in accordance with the Income Assistance Policy, Department of Community Services.

Chapter 5
Basic Needs

Section 13
Transients

Issued: **August 1, 2001**
Revised:

Regulations:
5(1) Additional Information Required

Act:

Policy: Transients

A person or persons with no fixed address are to be considered transient. When assistance is requested, a referral should be made by the caseworker to available emergency housing/shelter and other appropriate community services where they exist. In the absence of available shelter and other community resources, the caseworkers shall provide assistance. When making referrals for emergency shelter, the caseworker shall ensure that family members are not separated. Transient individuals and families who were assisted elsewhere for the same service period will not normally have this assistance duplicated.

Regulations:
10,11,12,13,14(2) Ineligible for Assistance
15(1)(a)(b)(2) Change Amount of Assistance
16(1)(2)(3) Dependent Child
17(2) Employability Assessment
18(1) Employment Plan
19(2) Refusal to Undergo a Medical Examination
20(1)(2) Refusal to Accept Employment
23(1)(2) Obligation to Commence Proceedings
46 Supervisor May Modify Calculation of Budget Deficit
58, 59 Trust Money

Act:
3(b) Deferred Income

Intent

To ensure recipients receive the appropriate amount of income assistance and are encouraged to meet their responsibilities while in receipt of assistance.

Policy: No Budget Deficit

An applicant/recipient is not eligible to receive or continue to receive assistance when the applicant does not have a budget deficit.

Policy: Supervisor Can Modify Calculation of Budget Deficit

A supervisor may provide assistance in situations where there is no budget deficit and where the supervisor feels it is necessary in order to:

a) alleviate the pain and suffering of an applicant/recipient, spouse or dependent child;
b) protect the health and safety of the applicant/recipient, spouse or dependent child;
c) preserve the dwelling of the applicant/recipient.

Policy: Separation for Convenience

An applicant/recipient is not eligible to receive or continue to receive assistance when the couple separate to qualify for assistance.

Policy: Refusal of Participation in Employability Activity

An applicant/recipient is not eligible to receive or continue to receive assistance when he/she refuses to:

- participate in a medical examination required to determine whether an employment plan is appropriate for the applicant/recipient and/or the spouse of the applicant/recipient;
- participate in an employability assessment;
- partake in the development and undertaking of an employment plan;
- participate in an approved upgrading, training or job readiness program to which the applicant/recipient and/or the spouse of the applicant/recipient has been accepted. In cases where the applicant/recipient and/or the spouse of the applicant/recipient has legitimate barriers, their refusal to participate is not considered unreasonable.

Procedure

Where a recipient and/or the spouse of a recipient has refused to participate in an approved upgrading, training or job readiness program, the caseworker will:

- assess whether the refusal was justified based on legitimate barriers to employment or unreasonable conditions imposed by the employer (this may include use of an employability assessment or other assessment tools);
- utilize the findings of this assessment to make a decision regarding ongoing eligibility for income assistance;
- record the findings of the assessment and decision reached using the notes section of the income assistance system.

Policy: Quit or Fired From Employment

An applicant/recipient is not eligible to receive or continue to receive assistance when the applicant/recipient and/or the spouse of an applicant/recipient has voluntarily left employment or has been fired within 4 months prior to the application for assistance.

Income assistance will not be granted for a period of six weeks from the date of the application of an applicant and/or the spouse of an applicant who:

- is unemployed by reason of an act of his/her own volition; or
- leaves his/her employment without just cause; or
- is dismissed from his/her job with just cause for non-compliance with reasonable requests, terms, and conditions from their employer.

Income assistance will not be continued for a period of six weeks from the date of quit or fired of an employment situation for a recipient and/or the spouse of a recipient where it has been determined that the reason for leaving or being fired was not justified.

Where an applicant and/or the spouse of an applicant has quit or been fired from an employment situation and the circumstances for leaving or being fired are justifiable, (i.e., the health and safety of the individual was in jeopardy if the employment relationship was to continue), assistance may be provided.

Procedure

The caseworker:

- may request appropriate documentation from both the employer and/or the applicant/recipient to assist in the determination of eligibility; and
- will receive supervisory approval to grant assistance.

Where a recipient and/or the spouse of a recipient has quit or been fired from an employment situation, the caseworker will:

- assess whether the refusal was justified based on a legitimate barrier to employment or unreasonable conditions imposed by the employer (this may include use of an employability assessment or other assessment tools);
- utilize the findings of this assessment to make a decision regarding ongoing eligibility for income assistance;
- enter the findings of the assessment and decision reached using the notes section of the income assistance system.

Policy: Strike or Lockout

An applicant/recipient and/or the spouse of an applicant/recipient is not eligible to receive or continue to receive assistance if he/she is an individual on strike or lockout.

Policy: Lawful Confinement

An applicant is not eligible for assistance while the applicant is:

- detained in a lawful place of confinement(see Section 15 ESIA Regulations); or
- is under house arrest.

Assistance shall be discontinued where a recipient is imprisoned for more than 30 consecutive days in any penitentiary to which the Prisons and Reformatories Act (Canada) applies, in a jail, lockup or adult reformatory institution, or is under house arrest for more than 30 consecutive days. Dependents of the person under lawful confinement may be assisted.

Procedure

At the time of application or re-application for income assistance, the caseworker will request and receive:

- a copy of the sentence order;
- release documents.

Policy: Under Age 19 Residing with Parents

An applicant who is under the age of 19 and residing with his/her parent(s)/guardian(s) is not eligible to receive assistance.

An individual under the age of 19 who is a single parent and is residing with his/her parent(s)/guardian(s) is not eligible for assistance in their own right or on behalf of his/her dependent child. The parent(s)/guardian(s) of an applicant under the age of 19 must be eligible if assistance is to be provided.

Policy: Absent from the Province/Hospitalization

A caseworker may discontinue assistance where a recipient has been absent from the province and/or has been hospitalized for more than 30 consecutive days. A personal needs allowance may be paid to someone in hospital and their shelter maintained.

Procedure

The caseworker will:

- assess the circumstances surrounding the needs of the individual who may be out of the province and/or in hospital for 30 consecutive days;
- consider such things as the reason for the absence, planned return date, obligations while away or in hospital;
- provide a personal needs and/or shelter allowance if the circumstances warrant.

Policy: Fraud

Income assistance provided to a recipient shall be reduced, discontinued or suspended where there has been fraud, misrepresentation, non-disclosure of facts or other cause that has resulted in assistance being improperly provided to the recipient.

Policy: Child Support/Maintenance

An applicant/recipient is not eligible to receive assistance when they have not fulfilled their requirement to seek support/maintenance for themselves, a dependent child or other person on whose behalf assistance is payable. This may involve seeking court action, or working with the Family Maintenance Income Support Program to address maintenance. If the recipient/applicant fails to obtain information required for them/worker to pursue child support/maintenance then, the caseworker may refuse assistance until such time the information is provided.

The requirements to seek child support/maintenance may be waived when potential abuse by the absent spouse or parent poses a serious threat to the recipient, and/or other family members.

The requirement to seek child support may be waived if it is determined by the caseworker/Family Maintenance Support Worker that to pursue maintenance would be futile or unreasonable.

Policy: Monies in Trust

Assistance will not be provided where an applicant/recipient or a spouse or dependent child of the applicant/recipient has access to monies held in a trust.

Chapter 5
Basic Needs

Section 15
Assets

Issued: August 1, 2001
Revised:

Regulations:
54 Consideration of Assets.
55 (1) Assets levels
55 (2) Assets in excess of allowable limits
55 (3)(4) Reasonable/Unreasonable Disposal of Assets
56 Joint Assets
57 (2) Conversion/Sale of assets
58 Trust Money

Act:

Intent

All assets are considered a resource unless specifically exempted.

Policy: Asset Levels - Liquid and Real

Unless exempted by regulation, all assets will be considered in determining eligibility. The maximum allowable asset level is $500 for a family size of one person and $1,000 for a family size of more than one. Those with assets in excess of the allowable limits may be required to wait one month to one year before reapplying. There are two types of assets:

- liquid - for example, cash on hand, bank accounts, stocks, bonds or other securities;
- real - property.

Procedure

The caseworker will:

- after taking the allowable asset level into consideration, divide the total value of the liquid assets by the maximum monthly income assistance entitlement to determine the length of ineligibility.

Policy: Assets - No Access to a Principal Amount

Where it is determined an individual has no access to a principal amount, but receives monthly income from the asset, this income will be charged at 100% as unearned income. Where it is determined the individual has access to the principal, then the principal will be treated as an asset.

Policy: Asset Exclusions

The following items are not considered assets:

- a primary residence of an applicant or a recipient that is assessed at less than twice the average assessed value of single family dwellings in the municipality in which the residence is located;
- a cash surrender value of under $500 of a life insurance policy;
- a motor vehicle used for basic transportation including transportation related to job-search requirements, training or health and safety requirements;
- tools or equipment directly related to a trade or profession;
- a registered education savings plan established for the education of a child and intended for use by that child in relation to education expenses;
- any portion of a registered retirement savings plan that is part of an employment pension program at the place of employment where the applicant or recipient is employed, temporarily laid off or on sick leave;
- a prepaid funeral to the value of $5,000.

Policy: Deferred Income

Deferred income from an income source, which is based on an accrued monthly entitlement may require that an overpayment be established and/or may render an applicant/recipient ineligible.

Procedure

The caseworker will:

- calculate the amount of the deferred income based on the accumulation of monthly entitlement for the period covered (i.e., a payment of $9600 which is based on an entitlement of $800 per month for the past twelve (12) months. In this situation, an overpayment is calculated by retroactively applying the monthly amount of $800 against income assistance issued);
- determine if the income assistance issued is less than the deferred income in which case the excess will be subject to asset limits.

Policy: Lump Sum Payment

Where a client receives a lump-sum payment from any source, unless otherwise exempt, the lump-sum payment shall be treated as an asset, and future monthly payments shall be treated as unearned income.

Examples of lump-sum payments include, but are not limited to, lottery wins and/or inheritances that are paid in lump-sum payments.

Policy: Assets Not Readily Converted

Assets, including property that is not the principal residence, second motor vehicles, and/or recreation vehicles, will be considered when determining eligibility. Applicants/recipients must be provided a reasonable time period to convert such assets and will be entitled to assistance conditional upon actively pursuing sale of the asset.

Policy: Joint Ownership

Where cash, stocks, bonds, etc., are held in joint names, the client's portion is considered an asset.

Procedure

The caseworker will:

- request applicable documentation from the client to substantiate which portion of the asset is his/hers;
- determine whether the joint asset should be converted into cash and, if so, the time frame;
- determine if a repayment agreement should be entered into pending the conversion of the asset into cash.

Policy: Wills and Estates

The amount received by a recipient/applicant, including any interest in the estate by dependent children, will be considered an asset.

Policy: Property

Real property, other than the principal residence, will be considered an asset.

Procedure

The caseworker will:

- detail all pertinent information relating to the property in question;
- determine if there are social or economic reasons for deferring the sale of the property. If it is determined that the property should be retained, the applicant/recipient may be required to enter into a repayment agreement.

Policy: Treatment of Damage Awards/Insurance Settlements

Where a client has been awarded compensation, other than compensation payments exempted by regulation, for pain and suffering, (physical and/or emotional) loss of amenities, enjoyment, etc., the amount shall be considered as an asset.

Where a damage award includes compensation for lost income or lost and damaged property, the lump sum shall be treated as an asset and future payments shall be treated as unearned income.

Where a client will or may be awarded compensation at a future date, the amount of assistance granted from the date of application for assistance to the receipt of the award must be reimbursed to the Department of Community Services. The client must agree to this and sign the appropriate repayment document prior to income assistance being granted.

Procedure

The caseworker will:

- detail pertinent information;
- ensure all required documentation is on file;
- request the client to enter into a repayment agreement, where appropriate.

Policy: Disposal of Assets

An applicant may not be eligible to receive assistance where the applicant has disposed of assets within one year prior to the date of application, if the supervisor determines this was done in an unreasonable manner.

If an applicant or recipient disposed of the asset for:

- personal and family shelter including the purchase of a home or the payment of a mortgage or debts and purchases as approved by the supervisor;
- basic needs;
- necessary repairs of the home occupied;
- replacement of necessary household items;

and is able to provide proof of the disposal of the assets, they may be eligible as approved by the supervisor.

If it is determined that the asset was disposed of in an unreasonable manner, the applicant will be deemed ineligible for a time period determined by prorating the asset in question over the number of months of the monthly entitlement.

Procedure

The caseworker will:

- review and assess all receipts/documents to determine if the disposal of assets is reasonable;
- request supervisory approval to grant assistance in cases where the disposal is assessed as reasonable;
- calculate and apply the period of ineligibility in cases where the disposal is assessed as unreasonable by prorating the asset in question over the number of months of the monthly entitlement.

Chapter 5
Basic Needs

Section 16
Chargeable Income

Issued: August 1, 2001
Revised:

Regulations:
47 (1)(2) Chargeable Income
48 (1)(2) Percentage of Net Wages
49 Training Allowance
51 Income Tax Refunds

Act:

Intent

To determine what income will be charged in the budget calculations of the applicant.

Policy: Chargeable Income - Initial Eligibility

For the purpose of determining initial eligibility, all sources of income received by the applicant, persons cohabiting with the applicant, and/or income paid to or on behalf of a dependent child(ren) of an applicant and/or the applicant's spouse within 30 days of application will be applied as chargeable income unless otherwise exempt. Where income has been used for expenses related to shelter, food, and other items of personal necessity, the caseworker may determine the income is exempt.

Policy: Chargeable Income - Ongoing Eligibility

For the purpose of determining ongoing eligibility, all sources of income received by the recipient, persons cohabiting with the recipient, and income paid to or on behalf of a dependent child(ren) of a recipient and/or the recipient's spouse will be applied as chargeable income unless otherwise exempt, considered as incentive(see Incentives),or an allowable asset(see Assets).

Policy: No Access to a Principal Amount from Trusts or an Investment

Monthly income where there is no access to a principal amount will be charged at 100% as unearned income.

Policy: Wages/Salaries

At initial eligibility, net wages/salaries will be charged at 100% as earned income. Once eligibility is established, wages will be subject to the incentive

policy (see Incentives).

Policy: Wages of Persons (16 to 20 inclusive)

At initial eligibility, net wages of persons 16 to 20 inclusive will be charged at 100% as earned income. Once eligibility is established, wages will be subject to the incentive policy(see Incentives) **Regulations 48(2)**.

Policy: Wages from Supported Employment

At initial eligibility, net wages from supported employment will be charged at 100% as earned income. Once eligibility is established, wages will be subject to the incentive policy (see Incentives).

Policy: Boarders

Income from boarders will be charged at the greater of either 25% of the gross amount received per month per boarder, or $50.00 per month per boarder. If a boarder is the adult child of an applicant, the board rate may not be charged if it would cause undue hardship.

Policy: Roomers

Income from roomers will be charged at the greater of 70% of the gross amount received per month per roomer, or $50.00 per month per roomer.

Policy: Rental Income

Rental income will be charged at 70% of the gross amount received. If the rental property is registered as a business, then rental income is to be treated as business income (see Self Employment).

Policy: Goods and Services

Goods and services received in lieu of wages will be charged at 100% against entitlement. This would include, for example, applicants receiving reduced rent for janitorial or supervisory maintenance in an apartment building. In a case where the actual rent is $500 per month and the rent is reduced to $150, the chargeable income is $350 and will be subject to the employment incentive policy. The amount included in the budget calculation will then be subject to the maximum shelter allowance for the family size. The applicant may be required to engage in employability enhancement activities or employment.

Policy: Gratuities

At initial eligibility, gratuities/tips will be charged at 100% against entitlement. Once eligibility is established, 70% of income earned from gratuities is charged. Where gratuities vary considerably from month to month, an average amount should be added to gross wages.

Policy: Commissions

At initial eligibility commissions are to be charged at 100% against entitlement. Once eligibility is established, 70% of income earned from commissions is charged. Where commissions vary considerably from month to

month, and are often sporadic, the amount of the commission would be prorated in determining monthly eligibility.

Policy: Training Allowances

At initial eligibility training, 100% of income received from training allowances will be charged. Once eligibility is established, training allowances will be subject to the incentive policy (see Incentives).

Policy: Canada Pension Plan Benefits to a Dependent Child

Canada Pension Plan (CPP) benefits paid directly to a dependent child of the applicant/recipient will be charged at 100% against entitlement.

Procedure

The caseworker will:

- charge Canada Pension Plan benefits as unearned income following the month Canada Pension was granted.

In the case of retroactive Canada Pension Plan benefits, where a client has also been in receipt of income assistance, the initial qualifying month is exempt.

Policy: Estates/Trust Monies

Income from an estate or trust will be charged at 100% against entitlement.

Policy: Income Tax Refund

Income Tax Refunds will be charged at 100% against entitlement. Where the income tax refund is greater than the monthly income assistance entitlement, the difference is considered as income for subsequent month entitlements, and calculated accordingly.

Policy: Unearned Income

100% of unearned income is charged against entitlement.

Policy: Net Profit and Income of a Business

At initial eligibility, net profits of a business are charged against entitlement. Income will be calculated at the current provincial minimum wage for 160 hours per month or $912. Recipients operating a business as part of an approved employment plan will be eligible for the self-employment and entrepreneurship incentive (see Incentives).

Regulation:
52 53 Not Chargeable Income
61 (1)(2)(3) Compensation Payments

Act:

Intent

To enable income from specified sources to be exempt in the calculation of an applicant/recipient's budget.

Policy: Exempt Income

The income of an applicant or recipient, the spouse or person cohabiting with the applicant/recipient, or income paid to or on behalf of a dependent child(ren) of an applicant/recipient and/or spouse from the following sources shall be exempt and not considered as chargeable income:

- wages of a dependent child(ren) as long as the dependent child(ren) are attending an approved educational program not designated for student loan purposes;
- Foster Child(ren)Allowance(s). The foster child shall be included in the calculation of the shelter amount;
- the National Child Benefit;
- the Child Tax Benefit component of the Canada Child Tax Benefit;
- the Nova Scotia Child Benefit;
- the Goods and Services Tax Credit;
- bursaries, scholarship and stipends received for the purpose of assisting with the costs associated with attending an approved educational program or persons to whom Section 67 of the Regulations apply;
- honorariums provided to persons serving on a board of an agency or commission.

Policy: Compensation Awards

The following compensation awards shall not be considered income or an asset in determining eligibility. Any income generated monthly from the compensation shall be considered income in the month in which it is received.

- 1986 - 1990 Hepatitis C Settlement Agreement;
- The Federal/Provincial/Territorial Assistance Program for HIV Secondarily Infected Persons;
- Merchant Navy Veteran Agreements-Payments received by a Merchant Navy Veteran or a surviving spouse of a Merchant Navy Veteran for post-war benefits;
- Compensation as a result of any abuse that occurred in an institution that was or is the responsibility of the Province of Nova Scotia; and
- Provincial Low-Income Fuel Assistance Program and Federal Relief for Heating Expenses Program.

Procedure

Recipients of funds through the Hepatitis C Settlement Agreement or the Federal/Provincial/Territorial Agreement Program for HIV Secondarily Infected Persons will have received a letter outlining specifics respecting the provided funding. In determining if the funds are chargeable, such as payments for loss of income or loss of support, or non-chargeable, it is the caseworker's responsibility to obtain a copy of the above-noted letter.

Issued: August 1, 2001
Revised:

Regulations:

2(w),(ab)(i)(E)(F),(ae) Definitions
(1)(2) Percentage of Net Wages
22(1)(2)(3) Lump Sum Upon Employment
28 Educational/Related Needs
44(c) Employment Expenses
49 Training Allowance
50(1)(2) Net Profit From Business

Act:

Intent

To provide an incentive for recipients to participate in employment, self-employment or employability related training programs while still recognizing the costs associated with that participation.

Policy: Wages from Employment

A recipient and/or the spouse of a recipient who is employed will retain 30% of the net wages earned from full or part-time, non-supported employment.

Procedure

The caseworker will:

- verify with the recipient the hours of the employment by having the recipient provide a letter of offer of employment or other appropriate documentation (i.e., cheque stub);
- ensure that the actual to maximum child care, transportation and other employment-related expenses necessary to facilitate the recipient's or spouse's employment, or participation in an employment plan are calculated as part of the basic entitlement;
- calculate net wages;
- calculate the amount that equals 70% of the net wages;
- deduct 70% of the net wages from the recipient's basic entitlement.

Policy: Wages from Supported Employment

A recipient and/or the spouse of a recipient who is engaged in supported employment will retain the first $150 plus 30% of the remaining net wages.

Procedure

Supported employment is salaried work (i.e., not for a stipend or training allowance), which is part of a vocational or employment plan supported by staff of the Department and/or community partners working with special populations. This initiative is designed especially for persons whose physical, mental or cognitive abilities may limit their ability to be financially self-sufficient.

The caseworker will:

- verify with the recipient and/or the recipient's community support system, the hours and conditions of the employment situation to make a determination regarding the appropriateness of applying the supported employment definition using the following guide:

The recipient is considered an individual with a disability (i.e., mental health; cognitive impairment; physical disability) who fits one or more of the following descriptions:

- his/her ability to be totally self-supporting in the long term is limited due to needs related to his/her disability;
- he/she has been a participant of a sheltered workshop or other vocational service that provides employment activity, and issues a stipend that is less than minimum wage, and has now progressed to salaried employment as a result of a vocational plan with that workshop or service;
- he/she may utilize the services of a job coach;
- he/she may have a history of hospitalizations and upon release from hospital, is able to return to the same employment situation due to the supportive nature of the employer and/or the employment situation;
- he/she has medical documentation indicating that full-time employment is not possible;
- he/she has a history of sporadic employment and the breaks in employment are directly related to his/her disability;
- he/she has extensive pharmacare and/or housing support needs; and/or
- he/she has had no formal involvement with employment services in the Department, but is involved with employment activity.

Once it has been determined that the recipient is participating in supported employment, the caseworker will:

- ensure that the actual to maximum child care, transportation and other employment-related special needs are calculated as part of the basic entitlement;
- calculate the net wages;

- disregard the first $150 of the net wages;
- calculate the amount that equals 70% of the remaining net wages;
- deduct 70% of the remaining net wages from the recipient's basic entitlement;
- consult the recipient's community advocates, medical advisors regarding the recipient's ability to engage in full-time, non-supported employment in the longer term as needed.

Policy: Training Allowances

A recipient and/or the spouse of a recipient who is participating in an employability-related training program that provides a training allowance will retain the first $150 per month of that training allowance.

Procedure

The caseworker will:

- verify that the program is related to the enhancement of the recipient's employability;
- ensure that the allowable to maximum child care, transportation and other employment-related special needs are calculated as part of the basic entitlement;
- disregard the first $150 of the training allowance;
- calculate and deduct the remaining portion of the training allowance from the recipient's basic entitlement at 100%.

Policy: Self-Employment and Entrepreneurship

A recipient and/or the spouse of a recipient, who is engaged in self-employment as part of an approved employment plan, will be eligible for his/her basic entitlement for a period not to exceed 18 months from the date of business start up, provided that the recipient and/or the spouse of the recipient agrees to engage in a plan with a third-party delivery agent.

Procedure

The ESS caseworker will:

- refer the recipient and/or the spouse of the recipient who indicates an interest in entrepreneurship for assessment of the recipient's entrepreneurial potential;
- use the results of that assessment to make a decision regarding the appropriateness of entrepreneurship as employment-related activity for the purpose of ongoing eligibility;
- refer clients deemed to be appropriate for entrepreneurship to an approved third-party delivery agent for the appropriate mix of training, business plan development, loans/access to lenders, support for business start up, aftercare and mentoring;
- notify the third-party delivery agent, the recipient and/or the spouse of the recipient that supports for assessment, training and business plan development can be provided for a maximum period of six months from date of referral to date of business start up;

- ensure that allowable to maximum employment-related special needs, child care and transportation costs are placed within the budget;
- provide the third-party delivery agent with an income reporting schedule which is to result in reports being received at least every six months from the date of referral;
- create an appropriate bring forward system to ensure that reports are received in a timely fashion;
- consider the recommendation of the third-party delivery agent regarding continuation of income assistance based on the viability of the operating business;
- meet with the delivery agent and the recipient in the twelfth month of operation and consider the recommendation of the delivery agent and the opinion of the recipient/entrepreneur regarding the potential viability for the business to be self-supporting and income generating at that point;
- make a recommendation for continued income assistance for another six months if, based on the collective opinions of the agency, recipient and caseworker, the recipient can be self-supporting in the eighteenth month of operation and communicate this decision in writing to the recipient, the agency and the caseworker;
- make a recommendation for a return to other-related employment activity, which will not preclude the continued operation of the business on a part-time basis, if based on the collective opinions of the agency, recipient and caseworker, the recipient will not be fully self-supporting in the eighteenth month of operation and communicate this decision in writing to the recipient, the agency and the caseworker;
- provide written updates to the caseworker, using the notes section of the income assistance system, regarding the continued involvement of the recipient on at least a six-month basis;
- disregard the net income from business during this 18-month period.

Policy: Wage Disregard for Persons ages 16 - 20 inclusive

Recipients and dependents of recipients between the ages of 16-18 inclusive, who are attending an approved educational program and are employed on a part-time basis, shall have 100% of the net wages exempted from their or their parent's entitlement. Income from full-time employment shall not be chargeable income for up to three calendar months per year provided that the youth attends an approved educational program following the completion of full-time employment.

Recipients and dependants of recipients, 19 and 20 years of age, attending a non-student assistance eligible program shall have 100% of the net wages exempted from their or their parent's entitlement. Income from full-time employment shall not be chargeable income for up to three calendar months per year provided that the youth attends an approved educational program following the completion of full-time employment.

Identified clients who receive this wage exemption shall not receive assistance for school supplies or other educational-related special needs.

Procedure

The caseworker will:

- verify that the recipient or dependent of the recipient is attending an approved educational program at least 15 hours per week;
- request and receive, if applicable, reports from the educational program detailing attendance and performance;
- discontinue the wage disregard should the identified client, who is a youth, not continue to attend the approved educational program;
- notify the recipient of the application of the incentive, the need to report any changes in income circumstances, and that the youth and/or the parent of the youth will not be eligible for educational-related expenses.

Policy: New-Start Allowance

A recipient who becomes employed, or whose spouse becomes employed on a full-time basis is entitled to receive a one-time, new-start allowance in the amount of $400 for full-time employment, or $200 for part-time employment when the employment begins.

Procedure

The caseworker will:

- verify that the recipient and/or the spouse of the recipient has not received the one-time payment for either full or part-time employment in the past;
- verify with the recipient and/or the spouse of the recipient the hours of the employment situation by having a letter of offer of employment or other appropriate documentation provided;
- authorize the appropriate one-time payment;
- note the payment and conditions of employment in the file using the notes section of the income assistance system.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 5
Basic Needs

Section 19
Issuing Income Assistance

Issued: August 1, 2001
Revised:

Regulations:
3 Money Payments of Assistance
60 Trust Money

Act:

Intent

To ensure the issuing of financial assistance is provided to eligible applicants/recipients in a timely, efficient manner.

Policy: Issuing Income Assistance

Payments of assistance in the form of money shall be made by cheque or electronic bank transfer in the name of the recipient. When there is a demonstrated history of mismanagement, joint cheques may be used for payments to landlords and/or for utilities. Joint cheques are not to be used where the landlord is bankrupt or the client's budget is less than the required payment.

Third-party cheques may be used to make direct payments to vendors and/or supplies. These include:

1) **Cheques** - These are used for ongoing monthly payments after it has been established that the client is not able to manage his or her funds and no one is prepared to act as a trustee in the local area.

2) **Requisitions** - these are used in situations where an emergency cheque cannot be issued. Payments are made on the basis of a prior-authorized requisition.

3) **Invoices** - The worker authorizes a vendor to provide goods/services to a client. A bill is submitted and the worker authorizes payment through the invoice system. Funds can be provided directly to clients when they receive the bill.

4) **Multiple Billing** - Payment may be made for several clients on one billing for services rendered by a vendor following authorization by the client's worker.

If assistance is provided through electronic bank transfer, the recipient will be responsible for payment of any applicable bank charges and overdrawn accounts and completion of applicable authorization forms.

Assistance will normally be issued on a monthly basis, in advance of an entitlement month. However, depending on the requirements of the recipient, assistance may be issued weekly and/or bi-weekly.

Procedure

The caseworker will:

- issue client payments according to the identified financial procedure;
- advise clients of the need to advise of a change in bank accounts, if the money is issued in an electronic bank transfer;
- in the case of joint cheques, inform the landlord and/or utility in writing in advance of the first cheque being issued that the cheques will cease when the client is determined ineligible;
- secure supervisory approval prior to issuance of joint cheques.

Chapter 5
Basic Needs

Section 20
Trusteeship

Issued: August 1, 2001
Revised:

Regulations:

Act:

Policy: Appointment of Trustee

With the exception of departmental staff and the client's landlord (or an immediate member of the landlord's family), any person or agency approved by the casework supervisor may be appointed trustee for an income assistance recipient.

A trustee is only appointed where funds have been, or are likely to be, mismanaged. Agreement to become a trustee is voluntary. Trustees must sign a trustee declaration before becoming a trustee. A trustee relationship should be considered an interim rather than permanent solution.

A trustee is not responsible to honour debts that include debts:

a) incurred by the purchase of items not provided for in the payment;

b) that exceed the income assistance maximum allowances or payment;

c) not approved by the trustee unless the trustee has given an undertaking, actual or implied, to the creditor that he/she would be responsible for the debt.

Procedure

The caseworker will:

- advise, in writing, Trustees of Income Assistance of their responsibilities. The responsibilities include:
    - the prudent administration of the client's benefits. He/she must act on the client's behalf without deriving any financial benefit. The trustee must ensure that benefits are made available on a reasonable basis and used solely for the welfare of the client. A separate bank account must be established
    - the provision of information, as requested by the caseworker, regarding the administration of the trust money

- advising the caseworker of any change in client circumstance which he/she is aware of and which might affect the entitlement

- keeping accurate records accounting for monies held "in trust". Acceptance of a trusteeship implies responsibility for financial management of the income assistance payment only

- provide the trustee with a copy of the recipient's assistance budget to ensure that the trustee is aware of the budgetary allowances on which the entitlement is calculated;
- ensure the signed trustee declaration is placed in the recipient's file;
- review trusteeship on an ongoing basis.

Policy: Administration of Client Funds by a Caseworker

When a client is incapable or unwilling to manage their finances and is unable or unwilling to identify a trustee, the management and disbursement of a client's assistance entitlement may be managed by the caseworker. This may be effected through the use of third party, joint cheques, purchase orders, etc. This will only be authorized in exceptional situations and must be approved by the casework supervisor.

Procedure

The caseworker will:

- ensure that disbursements do not exceed allowable maximum rates established in policy, both overall and for specific budget items, such as shelter;

- obtain casework supervisor's authorization and approval on an annual basis.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 5
Basic Needs

Section 21
Eligibility
Immigrants/Non-Canadians

Issued: August 1, 2001
Revised:

Regulations:

Act:

Intent

To provide financial assistance to immigrants/non-Canadians who have no other available source of income.

Policy: Immigrants and Non-Canadians

All applicants who are verified as landed immigrants, refugee claimants, or holders of Ministerial permits may be eligible for income assistance provided all other sources of assistance have been exhausted. Ministerial permits are provided to individuals who otherwise are "members of an inadmissible class" (Citizenship and Immigration Act, Section 27).

Decisions made with regard to immigrants and non-Canadians must be communicated to Citizenship and Immigration.

Client determined at intake to be a Landed Immigrant (Independent Category).

Immigrants are admitted to Canada on earned points from selection criteria under the Immigration Act. An applicant in the Independent Class in need of income assistance prior to one year of residence in Canada or before completing 20 weeks employment of a continuing nature in the period do not qualify for the Federal Adjustment Assistance Program. Assistance can be provided given that ALL other sources have been explored.

Client determined at intake to be a Sponsored Family Class Immigrant.

Sponsored immigrants are admitted after a relative in Canada agrees to undertake their support for periods set by the Federal Government of up to ten years.

Applicants sponsored under the Family Class Assisted Relative remain the responsibility of the sponsors for that period agreed to at the time of their admission to Canada.

If the sponsoring family/individual can no longer, or refuses to support the applicant, then the applicant may be considered for assistance. Consideration

will only be given after an exhaustive review by Citizenship and Immigration with the individual and their sponsor. The provision of assistance requires Supervisory approval. Where a sponsor is able but refuses to support, the client is required to take appropriate action to secure ongoing sponsorship.

Client determined at Intake to be a Convention Refugee Immigrant

Immigrants in this class may be granted landed status for humanitarian reasons or international obligations by the Federal Government. Applicants in these classes may be without sponsorship or private means of support. The Federal Government in these instances may assist through the Immigrant Adjustment Assistance Program, administered through the Immigrant Settlement Services. Immigrants who no longer qualify for the above program may qualify for income assistance.

Client determined at Intake to be Refugee Claimant

There are two main avenues for refugee claims:

a) those claimants who have made a formal refugee claim upon entering Canada at their port of entry;

b) those applicants who have made a formal refugee claim via a designated Canada/Immigration Centre. In-land claimants can be either in-status or out-of-status.

i. in-status refugee claimants are applicants who possess a valid visitor student or temporary work visa

ii. out-of-status refugee claimants are applicants with either expired visas or otherwise have no legal status in Canada

Clients who have passed their refugee hearing, and have been in Canada less than one year, may be eligible for the Immigrant Adjustment Assistance Program.

Immigrants and refugees should only be referred to Employment Support Services if they have a hearing date scheduled and an open work permit.

Medical expenses, i.e., tests, medications, dental will be provided by the Federal Government. Medical bills for essential health treatments for preventative health conditions-dentists, doctors, workers, opthomologists are also covered. Applicants/recipients should be encouraged to contact federal authorities for further information.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 6
Special Needs

Section 1
Special Needs

Issued: August 1, 2001
Revised: November 6, 2001

Regulations:
12 Ineligibility for Assistance
24 Information to be Provided
26 Determination of Eligibility
27(1)(2) Supervisor may Determine Higher Amount
29(1) Expenses Considered in Determining Eligibility
30 Amount Payable
46 Supervisor can Modify Calculation of Budget

Act:

Intent

An allowance may be provided for certain items of special need to support participation in employment and employment enhancement activities and to meet specific health and safety needs.

Policy: Provision of Special Needs

An applicant/recipient may request assistance for an item of special need. The applicant/recipient must demonstrate that they have exhausted all possibilities for full or partial coverage of the cost of the special need. The applicant/recipient shall provide the following information, where applicable, when requesting a special need item/service:

- the reason for the request;
- a description of the special need;
- any professional documentation supporting the special need;
- the cost of the special need;
- the resources or alternative that have been investigated with respect to obtaining the special need from other sources;
- requested estimates;
- invoice or receipt for the item/service.

The applicant/recipient may request assistance for an item of special need either before or after the purchase of the item of special need. In determining eligibility in cases where the special need items being requested is related to the health or medical needs of the individual, the caseworker may consult with a person qualified to provide advice regarding appropriateness, necessity and effectiveness of the requested special needs item.

In cases where a special need is provided where basic assistance had already been issued to cover that item (i.e., fuel, electricity, etc.), an overpayment may be established.

Procedure

The caseworker will:

- obtain authorization from a supervisor when the requested item is not specified in policy and an approved fee is not noted in policy or regulation;
- include one of the following in the calculation of the budget deficit of the applicant or recipient:
  - the lesser of the actual cost of the special need as noted in regulations;
  - the allowed cost of the special need as approved by a supervisor.

Policy: Supervisory Determination of Higher Amount

The supervisor may determine a higher amount when:

- there is documentation to support that the maximum amount allowed for any item of special need as prescribed in regulations is insufficient to pay for the cost of the item due to the distinctive need of an applicant or recipient or spouse or dependent child of the applicant or recipient, the higher amount, as documented, may be included in the calculation of the applicant's or recipient's budget deficit; or

- in urgent circumstances pertaining to the health or safety of an applicant or recipient or spouse or dependent child of the applicant or recipient, where there is a budget deficit for a portion of the cost of the special need and payment of the total cost is approved by a supervisor.

Policy: Individuals not in Receipt of Income Assistance

When an individual, not in receipt of income assistance, makes a request for a special need only, eligibility will be assessed in the same manner and under the same policy criteria and rate structure as is applied to all applicants for income assistance, with the exception of those special needs that can only be provided to recipients (i.e., house repairs policy only applies to those in receipt of income assistance for six months or longer).

Procedure

The caseworker will:

- assess each request for a special need to establish whether applicants/recipients have alternate means to obtain the item/service requested, such as family resources, other

government programs, community volunteer organizations and/or insurance plans;

- request and record required documentation relating to special need requests/approvals and/or denials as previously outlined;
- explain the reason for refusal.

Policy: Special Needs Purchase Guidelines

The purchase of goods and services is the responsibility of the client. Applicants/recipients purchasing special need items are required to purchase the most economical item. Where no purchasing guidelines exist within policy for individual items in excess of $200, two estimates are required, where possible.

Procedure

The caseworker will:

- refer to the expenditure guidelines as per Schedule "A". Where no guidelines exist, approval of special need items/services will be determined by the casework supervisor.

Schedule "A"

Items of Special Need		
Transportation	up to	$150
Child care	up to	$400
Single vision glasses		$90
Bifocal glasses		$110
Dental costs	up to	$300 per item
Funeral costs for opening and closing of grave, grave lot, clothing, transportation	up to	$1000
Funeral costs for professional services and cremation urn or casket	up to	$2500
Special diet	up to	$150

Policy: Emergency Shelter Expenses

Applicants who find themselves in need of emergency shelter may be eligible for costs associated with securing such accommodations.

Procedure

The caseworker will:

- use the most economical alternative;
- where available, refer single persons without dependents to local emergency shelters. Families may be referred to local motels, as pre-approved. Families must be housed together and not separated. The approval is subject to a regular review of the recipient's assistance.

Policy: Emergency Heat

In an emergency situation where there is no heat in an individual's home, an amount may be provided sufficient to purchase fuel. The payment may be recovered, if fuel exceeds shelter maximum, by a monthly deduction from the individual's entitlement.

Procedure

The caseworker will:

- authorize the payment of fuel.

Policy: Security/Damage Deposits

Applicants/recipients may be eligible for security/damage deposits, under the following circumstances:

- the health and safety of the client/family is in question; and/or

- a move can be made into more economical accommodations. (i.e., public housing) that can be covered under allowances and established in this policy.

Only one security deposit will be paid on behalf of an applicant/ recipient. Security deposits shall not exceed one half of the actual rent, up to the maximum shelter rate. Payment of a security deposit should not be considered when it is evident that the monthly shelter costs are beyond the shelter allowances in policy.

Procedure

The caseworker will:

- confirm the rental situation by copy of the lease prior to providing assistance for the security deposit.

Policy: House Repairs

Recipients who own and occupy their own home may be eligible to receive assistance with housing repairs. Assistance will only be provided when repairs are essential to the health and safety of the recipient and dependents, and where alternative funding or commercial financing is not available. Recipients must provide documentation of health or safety hazard(s). Essential household items, (i.e., furnace, water boiler), shall be provided on a monthly lease/or lease to purchase basis, wherever possible.

Procedure

The caseworker will:

- refer all requests for housing repairs to Housing Services for an assessment prior to granting assistance;
- record all pertinent documentation on file.

Policy: Fire/Liability Insurance

Applicants/recipients who own their own home will be eligible for fire/liability insurance as an item of special need. As an item of special need to be calculated at 1/12 for each month of eligibility.

Policy: Furnishings

Applicants/recipients may be eligible for the following basic household and furniture items:

- bed, mattress, stove, refrigerator, table & chairs.

Applicants may also be eligible for new approved cribs and new car seats which meet current safety standards.

Procedure

The caseworker will:

- refer to the approved item and rate list as defined in the Furnishings Rate Schedule.

Furnishings Rate Schedule

Bed	up to $100
Mattress	up to $100
Stove	up to $150
Refrigerator	up to $200
Table/Chairs	up to $125

To ensure compliance with current standards, cribs and car seats are exempt from the Furnishings Rate Schedule.

Policy: Extermination Services

Applicants may be eligible for extermination service under the following circumstances:

- there is an apparent need for the service and, where possible, there is written recommendation from a Public Health Inspector or a Public Health Nurse; and
- after determination that the landlord is not responsible for purchasing this service.

Procedure

The caseworker will:

- ensure that the landlord is not responsible for purchasing this service;
- where possible, place a copy of a written recommendation from a Public Health Inspector or Public Health Nurse on file.

Policy: Property Tax Arrears

Recipients who have been in receipt of income assistance for twelve consecutive months or longer may be eligible for payment of property tax arrears. The recipient must provide documentation that the property will be sold due to outstanding taxes. Only the amount required to avoid a tax sale will be considered. Assistance can only be provided if the property is solely in the name of the recipient. Arrears will only be considered for the period of time the applicant was in receipt of assistance. The payment may be recovered by a monthly deduction from the person's entitlement.

Procedure

The caseworker will:

F2

- review the tax arrears documents in the determination of eligibility.

Policy: Mortgage Arrears

Applicants may be eligible for mortgage arrears where there is confirmation of eviction or foreclosure.

The payment may be recovered by a monthly deduction from the person's entitlement.

Procedure

The caseworker will:

- review the mortgage arrears documents in the determination of eligibility.

Policy: Utility Arrears

Applicants/recipients may be eligible to receive assistance for utility arrears where there is confirmation that service will be or has been terminated. Applicants must demonstrate that they have not been successful in negotiating a repayment arrangement. Applicants must provide necessary documentation. The payment may be recovered by a monthly deduction from the person's entitlement.

Procedure

The caseworker will:

- encourage applicants to negotiate with the utility company to enter into a regular repayment schedule.

Policy: Moving Expenses

Individuals may be eligible for moving expenses up to $200.00 if:

- the applicant is forced out of present accommodations by fire, flood, or abusive situations; or
- the applicant's health or safety is threatened; or
- the new accommodations are more affordable than the present accommodations.

Policy: Relocation

Applicants/recipients may be eligible for costs of relocation in the following situations:

- employment has been secured in another region,
- for health and safety reasons including, but not limited to, confirmed report of family violence and/or confirmed medical report that the client and/or dependents can no longer live in his/her present environment.

Applicants must have exhausted all avenues of relocation funding including finding short-term employment to cover the cost of relocation. Only the most economical cost of travel to the requested location will be considered.

Where a parent requests financial assistance for the purpose of relocating themselves and their children to another jurisdiction, no assistance should be provided, unless the parent provides verification that they may leave the jurisdiction with the child(ren). This involves the parent providing verification which confirms the non-custodial parent's knowledge of the move. This verification may be in the form of a court order/legal agreement/consensual arrangement between the parent and the non-custodial parent. Verification that a non-custodial parent is unknown or whereabouts are unknown must be provided before relocation allowance will be issued. The Family Maintenance Income Support Program may provide assistance in verifying this information.

Applicants must provide all supporting documentation confirming the reasons for relocation prior to determination of eligibility for relocation.

Procedure

The caseworker will:

- consider the following factors when determining the appropriateness of providing relocation assistance:
    - reports of family violence, i.e., transition house involvement, police reports, child abuse registry

- viability of employment opportunity
- impact relocating may have on third parties, i.e., family, friends, and other jurisdiction
- health and safety of client and other third parties

- request applicable supporting documentation:
  - Employment - written confirmation from the employer stating the position for which the employee is hired and start date of employment
  - Health and Safety - Report of family violence, confirmation from transition house personnel and/or police verifying a report(s) of family violence. Record the name, position, company name and/or name of employer of the individual confirming a report of family violence in the case notes
  - Environment - written confirmation from the client's and/or dependent(s) physician indicating that the client and/or dependent(s), due to health concerns, can no longer live in his/her present environment

- notify the province/region to which the recipient is moving when any concerns exist with respect to the applicants and his/her dependent's well being. In addition, family members and/or friends may be contacted to verify they are aware the individual is relocating to their area.

Regulations:
2(ab)(i)(E)(F) Definitions
24(1) Information to be provided
43 Employment plan expenses
44(a)(b)(c) Employment expenses

Intent

To provide the costs required for participation in employability enhancing activities.

Policy: Employability Related Expenses

A recipient and/or the spouse of a recipient who become employed on a full-time or part-time basis or who is participating in employment services or implementing an employment plan may be eligible for assistance to cover employability related expenses, if the expenses are reasonable and are directly related to and necessary to facilitate employment or participation in an employment plan. Costs may be provided for, but are not limited to, the following goods and services:

- Work Related Clothing (maximum $200)- e.g., uniforms, work boots, rain gear, coveralls, office appropriate attire;
- Safety Equipment and Gear (maximum $300) - e.g., hard hat, ear protectors, eye protectors, safety harnesses, safety gloves, masks, helmets, face shields;
- Tools (maximum $500) - e.g., mechanics tools, carpentry tools, electronic tools, ladders, tool belts;
- Payment of Fees (maximum $200) - fees that are directly related to a return to employment e.g., drivers licenses, criminal record check, drivers abstract, child abuse registry check, medicals, criminal record pardon, fines;
- Association/Professional/Licensing Dues (maximum $500)- where not already covered through mandatory employment related costs e.g., union dues, professional membership fees, professional license application and renewal;
- Work Related Courses (maximum $200) - e.g., First Aid, WHMIS, CPR, traffic control, non violent crisis intervention;
- Specific Short Term Skills Training (maximum $500) - e.g., computer literacy, GED, upgrading, professional refresher programs, continuing education programs, seat confirmation fees;
- Personal Hygiene and Grooming Supplies (maximum $50);

- Books, Supplies and Deposits (maximum $700) - e.g., books and supplies required to participate in an approved educational program, tuition deposits to hold a seat in an approved educational program;
- Approved Personal Development Supports (maximum $300) - e.g., assertiveness training, self-esteem programs, anger management, career development, individual counselling not available through MSI;
- Equipment and Supports related to Disability (maximum $500);
- Other items to return to employment, where the recipient is not eligible for supports through other programs - e.g., job coaching, tutoring, ergonomic supports, obus forme, special chairs, medical aids;
- Psycho-educational Assessments (maximum $1000) - professional assessments that may be required to develop an appropriate employability plan and that cannot be provided directly by the Department of Community Services;
- Other Employment Related Costs (maximum $500) - other costs associated with participation in employability enhancing activities that are not covered in this list or by other policies and/or programs.

Procedure

The caseworker will:

- ensure that the employability related need can not be met through another program, service or fund;
- receive estimates for goods and services and/or confirmation of employment, where appropriate.

Regulations:
2(ab)(i)(E)(F) Definitions
25 Health or Medical Need
43 Employment plan expenses
44(a)(b)(c) Employment expenses

Policy: Transportation

An allowance for transportation shall be provided:

- in instances where the health and safety of an individual would be jeopardized;
- when the transportation is required for the recipient to participate in employment, training, upgrading, volunteer activity, job search, attendance at Employment Services and any other activity deemed appropriate as part of the employment plan;
- where an individual with significant mental, physical or cognitive barriers is participating in an approved learning, volunteer or day program.

Applicants/recipients and/or the spouse of an applicant/recipient will be provided with the actual cost, to a maximum of $150 per month, of the most economical and efficient means of transportation.

Where a client requires transportation by ambulance in a non-emergency situation, prior approval by the caseworker is required.

Procedure

The caseworker will:

- determine the most economical and efficient means of transportation required, taking into consideration:
  - availability of public transit in relation to the location of the recipient's home and child-care situation, if applicable
  - other related factors such as disability, destination, hours of activity
  - impact on the recipient's/applicant's schedule (i.e., public transit requiring very early morning or late evening use and impact on the recipient's child; shift work; etc.)

Chapter 6
Special Needs

Section 6
Child Care

Issued: August 1, 2001
Revised: October 12, 2001

Regulations:
43 Employment plan expenses
44(a)(b)(c) Employment expenses

Policy: Child Care

A recipient/applicant and/or the spouse of a recipient/applicant shall be provided with the actual cost, to a maximum of $400 per month, to have child care provided for dependents, 13 years of age and under, in the following situations:

- the care is required for the recipient to participate in employment, training, upgrading, volunteer activity, job search, attendance at Employment Services and any other activity deemed appropriate as part of the employment action plan;
- the parent(s)are physically unable to care for the child/ren due to medical reasons;
- assistance with child care costs serves the best interest of the family.

Allowable child care expenses will include, but are not limited to:

- the parental contribution to a subsidized child care seat;
- early morning, lunch and after school program costs;
- private licensed care;
- private unlicensed care in the recipient's or caregiver's home.

Costs for child care will not be provided to the non-custodial parent or legal guardian of the child, or an individual who is included in the budget calculation when determining a budget deficit. Child care costs may be provided for children of single parents residing with their parent(s), when that parent(s) is a recipient of income assistance, and is providing care to the single parent's child for the purpose of the single parent's return to an approved educational program.

The recipient/applicant must provide verification of the child care cost and, where appropriate, supporting documentation from the appropriate physician.

Exceptions to provide child care costs for children over the age of 13 can be made if the care is required for a person with a disability or if it is determined that the provision of child care is in the health and/or safety interest of the child.

Procedure

The caseworker will:

- provide available information to the recipient/applicant regarding child care supports available in the community in order for the recipient to make an informed decision when selecting a child care situation;
- request verification of the child care costs, including the total monthly cost, name and address of the care giver/child care facility;
- note this verification in the file;
- authorize the actual cost of the child care arrangement to a maximum of $400 per month;
- include these costs in the monthly entitlement on an ongoing basis, provided that the recipient continues to participate in the approved related activity as part of the employment plan.

Chapter 6
Special Needs

Section 7
Special Allowances & Provisions

Issued: August 1, 2001
Revised: October 12, 2001

Regulations:
Act:

Policy: Hospitalization

A recipient/applicant, or a spouse of a recipient/applicant who is hospitalized for a period of thirty days or more may be eligible for:

- a personal needs allowance of $105.00 per month;
- an allowable shelter allowance, if the caseworker determines it necessary to maintain the residence during the hospitalization period;
- continued provision of benefits for dependents that are within the care of the hospitalized recipient, provided that satisfactory living arrangements have been made for any children.

Procedure

The caseworker will:

- confirm that the period of hospitalization will last 30 days or more;
- substitute the personal needs allowance for the basics allowance normally included in the budget.

Policy: Residential Rehabilitation Program

A recipient/applicant, or spouse of a recipient/applicant, involved in a residential rehabilitation program for a period of thirty days or more may be eligible for:

- an allowance of $81 per month; and
- continued provision of an allowable shelter allowance, if the caseworker determines it necessary to maintain the residence during the rehabilitation program period; and
- continued provision of benefits for dependents who are in the care of the recipient, provided that satisfactory living arrangements have been made for any children.

Procedure

The caseworker will:

- ensure that a case plan is developed in conjunction with the discharging facility to support the admission to the program;
- goals, time lines and regular reporting procedures are in place and adhered to;
- ensure that the costs involved do not exceed the maximum shelter and personal item amounts, or a departmentally approved per diem rate; and
- ensure that an appropriate professional is part of the ongoing case planning (psychiatrist, medical practitioner, counselor, etc.).

Policy: Medical Supplies & Equipment

Applicants may be eligible for prosthetic appliances and other medical supplies and/or equipment not covered by the Pharmacare Plan upon recommendation of a qualified medical doctor, when the requested item is not available from any other health or social service program.

The actual amount of any assistance provided is dependent on whether a budget deficit exists, when the cost of the item of special need is included on the Income Assistance application.

Procedure

The caseworker:

- will verify the need for the requested item through documentation provided by the client from a medical practitioner;
- may refer to medical professional/practitioner to determine if the item/service is required, considered effective and/or if a more economical device, piece of equipment or treatment, considered equally effective, is available;
- consider all other sources of available assistance;
- record on the case file with relevant back-up documentation;
- due to the complexities in such requests, the request must be referred to the Manager, Income Assistance, for review and approval, unless it is requested under the Employability Assistance for Persons with Disabilities (EAPD) program when it should be referred to the Co-ordinator, Program for Persons with Disabilities. The Manager, Income Assistance, may review this with a person qualified to provide advice in respect of the appropriateness, necessity and effectiveness of the medical supply/equipment.

Policy: Over-the-Counter Non-Prescription Items

Applicants may be eligible for over-the-counter(non-prescription)items, when a physician substantiates the need in writing.

Procedure

The caseworker will:

- review the physician request and assess eligibility according to items requested.

Policy: Dental Coverage

Applicants may be eligible to receive dental coverage under the following circumstances:

- for the relief of pain;
- for control of prolonged bleeding;
- for treatment of swollen tissue;
- for provision or repair of broken dentures;
- for dental problems identified as a barrier to employment by Employment Support staff.

Applicants may be eligible for assistance to cover the cost of dentures when recommended by a physician or a dentist. Dentures shall be obtained by the most economical means and, if provided by a denturist, the denturist must be licensed. Only one quote will be required, provided the fee is within the fees listed on the Dental Rates Schedule.

The service provider will be authorized to perform services listed in the Dental Rates Schedule in Chapter 6, Section 11 up to a maximum of $300 without prior approval.

The service provider will only be required to provide an estimate of costs when it is expected to exceed the $300 maximum.

Procedure

The caseworker will:

- verify that the service rendered must be listed as a service in the Dental Rates Schedule in Chapter 6, Section 11 and performed for the approved fee;
- ensure the approval for substitution of similar services shall be provided as long as the fee remains the same;
- when contacted by the service provider, verify, through telephone or fax, or other modes, an individual's general eligibility for income assistance;
- ensure the standard dental billing form listing the procedure codes, and approved fee, has been submitted as the accepted form of billing.

Policy: Allowance for Eyeglasses

Applicants and/or recipients, or dependents may be eligible for the cost of eyeglasses, when prescribed by an optometrist or physician, subject to the following restrictions.

The maximum rates for eyeglasses are:

- $90.00 for single vision orders with regular glass or CR39 plastic lenses complete with frame;
- $110.00 for bifocal orders with Kryptok (round segment) or flat-top glass or CR39 plastic complete with frame.

Special lenses, at additional cost, may be covered, when prescribed by an optometrist or physician subject to the following restrictions:

- no coverage will be provided under any circumstances for any cosmetic purpose. This includes, without limiting the generality of the previous statement, progressive (invisible) bifocals and anti-reflective coatings, except on high index lenses.

High index lenses will only be provided if the prescription equals or exceeds -5.0 diopter.

The provision of eyeglasses will be provided a maximum of once every two years, unless there is a medically substantiated reason for new eyewear by the optometrist or physician.

Procedure

The caseworker will:

- assess eligibility upon reviewing the prescription for eyeglasses.

Policy: Eye Examinations

Assistance with the cost of a routine eye examination for applicants/recipients from 10-64 years of age who use, or believe they need, corrective eyeglasses will be covered upon request by the applicant/recipient of income assistance. The maximum payment for this service will be $40.

Procedure

The caseworker will:

- authorize payment as per eligibility requirements.

Policy: Special Diet Allowance

A special diet allowance may be provided, when the need is substantiated. Eligibility for a special diet allowance is subject to periodic review. Applicants may be required to obtain documentation from a registered dietician prior to the approval of a special diet allowance.

Procedure

The caseworker shall assess eligibility after review of the following information:

- authorization by a qualified medical practitioner that clearly states diagnosis of the patient;
- medically supported documentation stating that the applicant would be placed in a health-threatening situation without the provision of such.

A list of Special Diets and approved rates are set out in the Special Diet Rates Schedule(Section 12).

Policy: Special Clothing

An applicant and/or recipient or dependent of an applicant or recipient may be eligible for a special clothing allotment, if no other resources are available, under the following circumstances:

- special clothing necessary because of a disability;
- emergency situations.

Procedure

The caseworker will:

- assess the situation and provide funding accordingly.

Policy: Telephone For Health And Safety Reasons

Applicants and/or recipients may be eligible for assistance to cover the cost of a telephone, where a telephone is required for medical or personal safety reasons. Connection charges and deposits will not normally be paid by the Department.

The cost of special telephone equipment may be considered, when a medical condition prevents the recipient and/or applicant from using basic equipment, and assistance is not available from other sources (i.e., volunteer organizations).

Documentation of need from relevant professionals (medical or otherwise) must be provided by the applicant and/or recipient.

Procedure

The caseworker will:

- ensure all pertinent information is recorded on file;
- incorporate the monthly basic telephone charge in the budget.

Policy: Food, Shelter and/or Transportation For Medical Attention

An applicant and/or recipient may be eligible for food, shelter and/or transportation for medical attention in the following situations:

- a critical situation for which no other options are available;
- scheduled medical attention is documented by a physician; and
- scheduled medical attention is not available in the local community.

If a recipient visits a specialist outside their local community, he/she must provide proof of the visit (i.e., documentation from the specialist). In extraordinary circumstances, and when the required service is not available within the Province of Nova Scotia, an applicant may be eligible for out of province travel.

Clients must use the most economical method of obtaining food, shelter and transportation for required medical attention. For further detail regarding transportation, please see Section Transportation.

Notwithstanding other sources of assistance, income assistance for shelter will be provided only in situations where the applicant cannot stay with family or friends. No shelter costs will be paid to family or friends.

Procedure

The caseworker will:

- ensure all pertinent information is recorded on file;
- caseworkers should consider whether special advice from a person qualified to provide advice in respect of the appropriateness, necessity and effectiveness of the medical attention;
- must obtain supervisory approval prior to granting assistance for food, shelter and/or transportation for medical attention.

Policy: Funeral and Burial

In the event of a death of a resident of the Province, where no provision for burial has been made, either by the deceased or his/her family, the Department may pay for funeral expenses and the cost of the burial subject to the approved funeral rate schedule.

When a publicly assisted client dies while a resident of a Home for Special Care or Community Based Option, and does not have sufficient savings or trust funds, or has not made provision to cover funeral expenses, the Department may assume the remaining funeral expenses subject to the schedule.

The Department may assist with the cost of all funeral services (traditional or cremation). The cost of professional services and merchandise may be paid to the maximum allowable defined in the funeral rate schedule.

Third-party contributions to a funeral service provider may be applied against actual costs to enable the funeral home to receive full reimbursement for goods and services provided. Third-party contributions will be permitted from any person who is not a surviving spouse/dependent child.

The family or representative of the deceased must make application and demonstrate financial eligibility on behalf of the deceased for all or part of the allowable funeral costs.

Funeral arrangements and payment of funeral costs are the responsibility of the individual representing the deceased and the funeral home.

Procedure

The caseworker/care coordinator will:

- ensure that all chargeable income, such as private insurance, is applied against the maximum allowable cost of the funeral;
- apply for the Canada Pension Death Benefit;

- confirm the client's eligibility for funeral coverage and advise the funeral home accordingly prior to approval of the coverage of funeral costs;
- ensure that the invoice, which is to be submitted by the funeral home, is as per the fee schedule. The cash disbursement section will be itemized. The bill will include professional services and merchandise, cash disbursements, and applicable taxes.

Policy: School Supplies Supplement

Clients with dependent children between the ages of 5 and 18 inclusive and attending elementary, junior high, and/or senior high school will receive an annual allowance to assist with the extra costs associated with a dependent child's schooling. An amount of $50 for children between the ages of 5 - 12 and $100 for children between the ages of 13 - 18 will be included in the monthly entitlement for the month of September. Entitlement will be based on the age of the child on September 30th.

For children, 19 to 20 inclusive, included in the budget as a dependent, who are attending high school, the allowance of $100 will apply. For dependent children between the ages of 19 - 20 inclusive, a manual assessment by the caseworker is required.

Procedure

The caseworker will:

- review the specific report identifying clients with dependent children 18, 19 and 20. The report will be generated by RDA and forwarded to caseworkers for review/assessment and action;
- contact their clients noted on the report to determine if their dependents are eligible for the supplement;
- make necessary budget adjustment and issue $100 for each dependent child attending public school.

DENTAL RATES SCHEDULE

* GP (General Practitioner)
** SPEC (Specialist)

PROCEDURE CODE	DESCRIPTION	FEE (GP)*	FEE (SPEC)**
DIAGNOSTIC			
01202	Standard Oral Examination (or Recall)	$ 15.84	$ 19.68
01205	Emergency Oral Examination	24.74	32.99
01204	Specific Oral Examination	24.74	32.99
02111	Radiographs - Single Film	8.79	8.79
02112	Radiographs - Two Films	11.54	11.54
PREVENTATIVE			
11111	Scaling - one unit of time	21.71	21.71
AMALGAM RESTORATIONS			
	Permanent Anterior & Bicuspid Teeth		
21211	- one surface	33.09	39.63
21212	- two surfaces	49.65	59.21
21213	- three surfaces	62.50	74.71
21214	- four surfaces	80.81	100.66
21215	- five surfaces or maximum surfaces per tooth	99.28	118.53
	Permanent Molar Teeth		
21221	- one surface	36.28	43.37
21222	- two surfaces	53.99	64.60
21223	- three surfaces	70.75	84.39
21224	- four surfaces	97.41	116.99
21225	- five surfaces or maximum surfaces per tooth	129.63	154.81

PROCEDURE	DESCRIPTION	FEE (GP)	FEE (SPEC)

CODE			
	Retentive Pins		
21401	- one pin	9.95	9.95
21402	- two pins	17.43	17.43
21403	- three pins	22.05	22.05
TOOTH COLOURED RESTORATIONS (bonded technique)			
	Permanent Anteriors		
23111	- one surface	45.96	54.86
23112	- two surfaces (continuous)	59.98	71.80
23113	- three surfaces (continuous)	69.87	83.89
23114	- four surfaces (continuous)	111.21	135.02
23115	- five surfaces (continuous, max. surfaces/tooth)	111.21	135.02
	Permanent Bicuspids		
23311	- one surface	$ 33.09	$ 39.63
23312	- two surfaces	49.65	59.21
23313	- three surfaces	62.50	74.71
23314	- four surfaces	80.87	100.66
23315	- five surfaces or maximum surfaces per tooth	99.28	118.53
25711	Posts, Cast Metal(including core) as a Separate Procedure Single Section	123.58 + LAB	
25731	Posts, Prefabricated Retentive, One Post Anterior Teeth only	78.34	
	Posts, Prefabricated, with Non-bonded Core for Crown Restoration		
25754	Anterior Teeth only-with composite core + pins, where applicable	128.38	
ENDODONTICS			
32221	Pulpotomy - permanent anterior and bicuspid teeth, excl. final restoration	51.45	61.68
	Root Canals, Permanent Teeth		
33111	- one canal	234.08	280.92
PROSTHODONTICS - REMOVABLE			
	Partial Dentures-Cast Frame/ Connector		
53201	- Maxillary	351.01 + LAB	
53202	- Mandibular	351.01 + LAB	

PROCEDURE CODE	DESCRIPTION	FEE (GP)	FEE (SPEC)
Complete Dentures (Standard)			
	Complete Maxillary (**Upper**)	**400.00** (Includes Lab Fees)	
	Complete Mandibular (**Lower**)	**400.00** (Includes Lab Fees)	
ORAL SURGERY			
	Surgical Removal of: Erupted teeth		
71101	- single tooth, uncomplicated	**36.78**	**44.14**
71109	- each additional in same quadrant	**19.30**	**23.20**
71201	- complicated, requiring surgical flap	**100.16**	**119.51**

1. Requests for assistance with the cost of a special diet must be supported by medical information.
2. A review date is required.
3. Where more than one special diet is recommended, the individual diet allowances may be added together.

DESCRIPTION	**MONTHLY ALLOWANCE**
Reducing Diets (includes gastro plasty - stomach stapling)	No additional funds
Modified Fat (includes low fat, low cholesterol hyperlipoproteinemias)	$27.00
Gastric/Ulcer or Bland Diets	
The present approach to the treatment of gastric disorders is to use a "diet", as tolerated. The "diet", as tolerated, is essentially a normal diet, with foods eliminated which cause distress individually. Therefore, additional funds for such diets as gastric/ulcer and bland, are not provided.	No additional funds
Low Residue or Low Fibre	No additional funds
High Fibre or High Residue	$27.00
Diabetic diets	
1000 kcalories and under	No additional funds
1001 - 1200 kcalories	No additional funds
1201 - 1500 kcalories	$ 5.00
1501 - 1800 kcalories	$18.00
1801 - 2000 kcalories	$26.00

DESCRIPTION	MONTHLY ALLOWANCE
2001 - 2200 kcalories	$34.00
2201 - 2400 kcalories	$42.00
2401 - 2600 kcalories	$51.00
2601 - 2800 kcalories	$60.00
2801 - 3000 kcalories	$68.00

Above 3000 kcalories add an additional $8.00 for each additional 200 kcalories.

Dialysis Type Diets

(Contact dietitian at VGH Dialysis Unit, tel.# 473-7544 for further clarification of client's nutritional needs. A supplement, such as Nepro or Supplena, may be needed - can be purchased at VGH)	$27.00
Gluten Free Diets (Celiac Disease) This a basic amount.	$30.00
Standard High Calorie, High Protein (Chronic illness such as Cancer, Colitis Crohn's Disease; post surgery where there's been extensive weight loss)	$66.00

Failure to Thrive
An individual assessment by a dietician is recommended.

High Calorie, High Protein for HIV	
3000 kcalories	$66.00
3250 kcalories	$88.00
3500 kcalories	$101.00
Paraplegic	$36.50
Cystic Fibrosis	The amount of $133 per month plus the cost of supplement or additional amount as specified by a nutritionist
Restricted Sodium (includes low salt, low sodium)	$27.00
Chronic Fatigue, Fibromyalgia (This is a combination of high fibre, modified fat.)	$54.00
Polycose	Pay actual cost

DESCRIPTION	MONTHLY ALLOWANCE
Restricted Diets for Allergies - Extra money for milk free, wheat free only; based on referral letter from dietitian. Clients can ask their doctor to refer them to: Clinical Nutrition IWK Health Centre Tel. #420-3074 Outpatient Dietitian VG Hospital - tel. #473-6592 Outpatient Dietitian Camphill/Infirmary - tel. #473-2569	Individual calculation required Supervisory approval required
Oral Nutritional Supplements Ensure, Boost, Essentials, Advera, Pediasure, etc.	Pay actual cost
Infant/Child - Milk/Formula Substitutes	
Soy Formula** (includes Isomil, Prosobee)	$35.00
Lactose Free Formula**	$28.00
Hypo-allergenic Formula** Pregestimil(powder)	$144.00
Alimentum* (RTF)	$144.00
Nutramigen (powder)	$121.00

*Note: RTF = Ready to Feed Formula

** These costs are **in addition to** the basic food allowance and they are based on the infant's full reliance on formula for his/her nutritional needs. Costs will gradually be reduced as the child begins eating solid food. Since these cases are individualized, consultation with a dietitian and flexibility with funding may be required.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 6
Special Needs

Section 13
Funeral Rates Schedule

Issued: August 1, 2001
Revised:

1) Professional Services and Merchandise: to maximum $2,500.00

2) Cash Disbursements: to maximum $1,000.00 and may include one or more of the following:

    Cemetery Charges (open, close, clean up grave, burial permits, etc.)
    Grave Liner (wooden)
    Crematory Fee & Return of Ashes
    Cemetery equipment & set up
    Radio Notices
    Newspaper notices
    Clothing for the deceased
    Honorariums (Clergy, Music, etc.)
    Grave Lot

3) Any exceptions requested to the approved funeral cost must be approved by the Supervisor. For example: oversized casket, special-embalming preparations, out-of-province transfer, additional charges for the purchase of a grave lot, etc.

4) Mileage over twenty-five kilometers may be paid on a per kilometre basis, based on provincial government rates.

5) All applicable taxes are additional.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 7
Pharmacare

Section 1
Atlantic Blue Cross Care Pharmacare Coverage

Issued: August 1, 2001
Revised:August 31, 2001

Regulations:
62 Pharmacare Coverage
63 Co Pay
64(1)(2) Extended Pharmacare
65 Transitional Pharmacare
78, 79 Pharmacare
Act:

Intent

To provide prescription drug coverage as per the Prescription Drug Formulary issued by the Nova Scotia Health Services Insurance Commission to recipients and/or their spouse and/or dependents, or former recipients and/or their spouse and/or dependents who meet the eligibility criteria.

Policy: Pharmacare

Pharmacare benefits may be granted to eligible clients and their dependents in receipt of Income Assistance. Any client and/or dependent having access to another drug plan, be it from a public or private entity, will be required to use that plan and will not be eligible for the Pharmacare program.

All income assistance clients and dependents are required to co-pay a flat fee of $5.00 per prescription, unless the client or dependent is eligible for co-pay exemption.

All clients and their dependents requiring Pharmacare coverage must provide their Health Care Number(HCN).

Applicants with a budget surplus, and who have ongoing monthly drug costs, may be eligible for Extended Pharmacare or Transitional Pharmacare coverage, if they meet the specific criteria for the program.

Pharmacare coverage begins immediately or on the first day of the subsequent month following the determination of eligibility for income assistance. When cases are deemed ineligible, pharmacare coverage will

normally be terminated on the last day of that month. However, where warranted, pharmacare coverage may be terminated immediately.

The Pharmacare system will utilize the Department of Health,HCN.

Only those pharmacies who have on-line access to Atlantic Blue Cross Care system will be utilized.

The maximum supply of an eligible product to be dispensed at any one time by a pharmacy is 100 days.

Procedure

The caseworker will:

- respond to the electronic system request for Pharmacare eligibility to commence or cease eligibility as dictated by the client's eligibility; and
- ensure the HCN is recorded on the client's electronic file.

Policy: Exception Drug Status

The Department of Community Services Pharmacare program drug plan is administered through Atlantic Blue Cross Care. Only those pharmaceutical products prescribed by a physician or a dentist and currently listed on the drug formulary used by the Pharmacare program will be eligible for coverage criteria set down by Atlantic Blue Cross Care. Coverage for an "exception status drug" will be approved according to coverage criteria set down by Atlantic Blue Cross Care.

Policy: Co Pay Exemptions

Recipients may be considered co pay exempt under the following circumstances:

- there is the existence of a disability;
- clients with large, ongoing monthly prescription drug costs; and
- clients with a small dosage amount specified in the prescription, which is to be taken on a frequent basis.

Procedure

The caseworker will:

- obtain supervisory approval;

- document the reason for co pay exemption, average monthly cost of the drugs, and evidence of supervisory approval on the file; and
- forward notification of approval of co pay exemption to the attention of the Operations Manager.

Policy: Extended Pharmacare

Applicants/recipients and/or their spouse and/or dependents may be eligible for extended pharmacare, if a budget deficit exists when the average monthly drug costs are included as an expense in the determination of eligibility for income assistance.

Procedure

The caseworker will:

- determine the average monthly drug costs required during the six months immediately preceeding the date on which the person applied for extended pharmacare, using the following guide:
    - "Average monthly drug costs means the average cost of drugs per month, calculated on the basis of the cost of drugs during the six months immediately preceding the date on which the individual's eligibility for pharmacare is determined". Where the last six month(s)of drug costs appear to be incomplete, the caseworker may use the most up-to-date six month period available. For example, if benefits are discontinued August 1st and drug costs for the month of July are incomplete, the caseworker may substitute January to June for calculation of average drug costs purposes. Where the drug history available is for less than six months, the caseworker may determine the "average monthly drug cost" using the number of months available;
- review pharmacy records and/or prescription receipts to determine eligibility according to the calculation of average monthly drug costs.

Policy: Transitional Pharmacare

Recipients and/or their dependents who, due to employment income, are ineligible for income assistance, may be provided with pharmacare coverage for one year from date of discontinuation of assistance regardless of the date of activation.

Recipients may activate the transitional pharmacare any time in the 12-month period after ineligibility is established, due to employment.

Recipients who are ineligible for income assistance, for reasons other than employment and who secure employment at a later date, are not eligible for transitional pharmacare.

Transitional pharmacare will only be provided when the cost of drugs is not available from any other source including, but not limited to, a drug plan from the place of employment of the recipient or the recipient's spouse.

Recipients are not limited to the number of times they can receive transitional pharmacare. Recipients must provide information respecting their new work situation, including available benefits.

Procedure

The caseworker will:

- ensure that all pertinent documentation is recorded on file.

Policy: Continuation of Pharmacare to Clients Ineligible Due to the Nova Scotia Child Benefit August 1, 2001

Pharmacare may be continued to clients who are ineligible for assistance August 1, 2001 because children's benefits will be paid through the Nova Scotia Child Benefit and not with their monthly income assistance entitlement. Pharmacare will be continued to July 31, 2002.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 8
Children's Allowance

Section 1
Nova Scotia Child Benefit Program

Issued: **August 1, 2001**
Revised: **September 21, 2001**

Regulations:
74,75,76 Nova Scotia Child Benefit

Act:

Intent

To ensure that a personal use allowance is available to families in receipt of income assistance, but who do not receive a combination of the Nova Scotia Child Benefit and National Child Benefit Supplement equal to $1,600 annually, or $133.00 monthly.

Policy: Eligibility

Children must be under 18 years of age.

To be eligible for a child benefit adjustment a family must have a status of "active" in the IA system and receive an income assistance cheque for basic need.

Adjustments can be made for those children that are recognized for the purpose of Income Assistance. Includes those children that are included for pharmacare, shelter allowances and other items post August 1, 2001.

Child Benefit Amounts:

The allowance for a child adjustment is $133 monthly, based on an annual allowance of $1,600 which represents the weighted average of all children's personal allowance prior to August 1, 2001.

Calculations for entitlement are based on each child separately.

In situations where a family is receiving partial payments, but receives more than $133 for one child and less than $133 for each subsequent child, the excess for the first child will not be used to reduce the adjustment for the other children.

Operating Framework:

The provision of the Child Benefit Adjustment (CBA) will ensure all families receiving income assistance receive the appropriate personal allowance for their children in a timely manner.

Centrally managed responsibility for the management of child benefit adjustments rest with the office of the Manager of Operations, Employment Support and Income Assistance Division.

The monitoring of child benefit adjustments made through the monthly process will be post cheque issuance.

CBA entitlement will be calculated as part of a CBA daily and monthly overnight batch process. If it is determined through daily data matching with CCRA that a family is not in receipt of NCB-S and NSCB, or is receiving less than $133.00 per month from a combination of both programs for each child included in the assistance file, an adjustment will be issued of up to $133.00 per month per child.

Only those families who receive an IA payment from the monthly cheque run will be eligible for a CBA payment from the CBA monthly cheque run. Monthly CBA cheque production follows immediately after monthly IA cheque production.

CBA's calculated in the monthly IA process will be paid by default. Monitoring and audit will be post payment, supported by discrepancy reports.

An office-produced cheque will not trigger a calculation or issuance of a CBA.

CBAs calculated in the daily IA process will not default to payment. These will be reported to the Office of the Manager of Operations to determine if payment should be made and if so what portion of the CBA is paid in cases of prorated assistance, i.e., IA is based on less than a full months assistance.

Cheques for CBA entitlements determined through the daily process will be produced in the Income Assistance and Employment Support Services Division as office cheques.

Adjustments of less than a full month allowance, as provided through the daily process, will be approved before cheque issuance.

Adjustments provided pending receipt of NCB-S/NSCB retroactively will be recovered.
Although caseworkers will have access to child benefit adjustment information, only staff of the office of the Manager of Operations can issue or change information regarding a child benefit adjustment.

Overpayments:

Overpayments of CBA are determined under IA policy and regulations and recoveries are made from IA disbursements.

Overpayments will be established by the office of the Manager of Operations.

T5's:

IA and CBA payments will be included in a single T5.

Grand parenting of NSCB amounts August 1,2001 will be proportionately reduced as children leave a social assistance budget or turn 18 years of age.

Procedure

The caseworker will:

- ensure CBA eligibility is triggered through charging the recipient's Income Assistance status from "Approved" to "Issued"; and
- notify the Manager of Operations through e-mail advising of the birth date in situations where a child is born during the month and a pro rated allowance is required and a daily cheque will not be issued (i.e., for basics other than a child's personal allowance). The Manager will issue an adjustment cheque for the remainder of the month. If necessary, caseworkers may also issue a purchase order for an initial supply of essential items. Prorating will be based on the commencement dates provided by caseworkers.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 9
Revenue Recovery

Section 1
Maintenance
Assignment of Maintenance

Issued: August 1, 2001
Revised:

Definition 2(av) Unearned Income
(j)Chargeable Income
Regulations:
5(1)(2) Additional Information Required
23 Obligation to Commence Proceedings
69 Underpayments
70 Default in Maintenance Payments

Act:

Intent

To ensure applicants/recipients access all available sources of income including maintenance for both child and spousal support.

Policy:

Applicants/recipients are required to access all available sources of income including maintenance.

Procedure

The caseworker will:

- ensure recipients/applicants make every reasonable effort to secure maintenance;
- make referrals to the Family Maintenance Income Support Program when:

    a) an applicant/recipient does not have a Maintenance order/agreement
    b) the Maintenance order is inadequate based on the ability of the non-custodial parent to pay
    c) additional child(ren)are born
    d) default in maintenance
    e) non-custodial parent is unknown
    f) non-custodial parent is not able to be located

- ensure that referrals to the Maintenance Support Program which shall include the following completed documents:

a) Family Maintenance Income Support Referral form
b) Information Respecting Support form
c) Any previous Orders/Agreements

The Maintenance Support Caseworker will:

- work with the client and the non-custodial parent to set up a Maintenance Agreement in accordance with the Child Support Guidelines; and
- provide the Maintenance Agreement to the caseworker, who shall enter the maintenance on the Income Assistance computer system as chargeable income, deducted from the recipient's entitlement for assistance. The Agreement may be registered with the Family Division/Court as an Order and also with the Maintenance Enforcement Program (MEP), who are responsible for the enforcement of the Order and the tracking of all payments.

Policy: Waiver of Requirement to Support

When potential abuse by the absent spouse or parent poses a serious threat to the recipient, and/or other family members, the requirement to pursue maintenance will be waived.

Procedure

The caseworker will:

- seek approval of the Supervisor for waiver of requirement to pursue maintenance; and
- place clear notation/documentation on the recipient's file.

Policy: Non-Receipt of Maintenance Income

Recipients may be eligible to receive an ad hoc maintenance payment provided the following criteria are met:

- the recipient does not receive their maintenance payment and that payment has been charged against the budget, and;
- the recipient has a Maintenance Agreement/Order and he/she agrees to register the Agreement/Order with the Maintenance Enforcement Program, or
- the recipient receives direct maintenance payments from the payor in which case the recipient must complete a Statement of Facts indicating when and how much maintenance they have received directly from the payor before any ad hoc maintenance payments are issued.

The recipient must agree to enroll with the MEP and provide verification of enrolment to the caseworker. This must be done prior to issuing any additional maintenance ad hoc cheques.

Recipients shall provide the caseworker with the information (MEP# and PIN) to be able to verify payments received from the MEP.

Procedure

The caseworker will:

- issue maintenance monies to recipients in a separate ad hoc cheque using code 71;
- will setup overpayments and notify the recipient when the recipient receives ad hoc maintenance payments and subsequently receives payments from the payor for the same month; and
- may verify if the payor is making payments through the MEP program, this can be verified by calling 424-0050 or 1-800-357-9248. (MEP info-line)

Policy: Assignment of Maintenance Payments to the Department of Community Services

Recipients may assign their maintenance payments over to the Minister. The Maintenance Enforcement Program (MEP) will forward all payments received on assigned cases directly to the Department and maintenance will not be included in the recipient's budget deficit as chargeable income.

Recipients may be involved with the Assignment of Maintenance Program when the caseworker and the recipient define a maintenance payment as irregular. Irregular payments are defined as:

- payments that are sporadic;
- payments received late (15 or more days) for three consecutive months;
- payments that cause difficulties for the recipient (i.e., Percentage Orders, Provisional Orders, default in Orders that are greater than the recipient's budget deficit);
- the recipient is in receipt of assistance for at least 3 consecutive months; and
- the order is enrolled with MEP.

Ad hoc cheques will not be issued for maintenance for an assignment case.

Procedure

The caseworker will:

- complete an **Assignment of Maintenance Agreement** with the recipient;
- submit the completed agreement to the Assignment Clerk who will work with MEP to set up the Assignment Agreement on the computer system; and

- assure the recipient's budget deficit is recalculated without maintenance as chargeable income.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 9
Revenue Recovery

Section 2
Bankruptcy

Issued: August 1, 2001
Revised:

Regulations:
Act:
Act 15(a)

Intent:

To assure the Income Assistance program adheres to the Bankruptcy and Insolvency Act.

Policy: Bankruptcy

When recipients declare debts (overpayments) owed to the Department in bankruptcy, the recovery of the debt must cease unless the debt incurred was due to false pretenses or fraudulent misrepresentation.

Procedure

The caseworker will:

- advise the supervisor and forward the "Proof of Claim" form sent out by the recipient's Bankruptcy Trustee to the Revenue Recovery Unit for action and follow-up; and
- cease all recoveries of the debt by removing the repayment amount. The overpayment balance should remain until the discharge is complete.

The staff of the Revenue Recovery Unit will:

- follow the bankruptcy proceedings until the debt is discharged and advise the caseworker/supervisor of the outcome.

Chapter 9
Revenue Recovery

Section 3
Fraud

Issued: August 1, 2001
Revised:

Regulations:
Regulation 7(1) (2)
Act:
Act 19(1)(2)(3)(4)(5)

Intent:

To assure recipients who receive assistance as a result of intentional non-disclosure/misrepresentation are reviewed for legal action.

Policy: Fraud

It is an offense under the Criminal Code for anyone, by deceit, falsehood, or any other fraudulent means, to defraud the public of money, property, other valuables and/or securities.

If it appears that a recipient intentionally gave false/misleading information in order to receive assistance, then a referral to the police may be undertaken.

Recipients may be charged with fraud if they:

(a) willfully withhold information, which affects their eligibility for assistance or the amount of assistance, for example, by not reporting or under reporting the amount of income or assets; or
(b) provide false information, which results in obtaining assistance to which they are not entitled.

Recipients convicted of fraud are required to repay the full amount of any overpayment resulting from the fraud.

Information with respect to an alleged fraud may be received from a member of the community, other departments, related agencies, other programs within the department/division, or anonymously. When such information is received, extreme care must be taken to obtain as many accurate details as possible so that the allegation can be validated or dismissed.

Procedure

Where a caseworker suspects fraud, and the case has not been referred to Eligibility Review or the Eligibility Review Program recommends fraud as a result of their investigation, the caseworker will:

- obtain and verify the facts of the suspected fraud(may have been completed by the Eligibility Review Program);
- prepare a report and recommendation for the supervisor, which will include, but is not limited to the following:

    1) verification that the recipient has had an opportunity to exercise their Right of Appeal regarding the eligibility and/or overpayment assessment
    2) assurance the overpayment has been posted to the computer system and the recipient notified
    3) details of the alleged fraudulent activity, including the amount of money involved, frequency of the occurrence, and time period involved
    4) the mental capacity and ability of the client to understand his/her responsibility
    5) tangible documentation and information, which supports the suspicion of fraud, including any supporting statements from other

    6) consult with the supervisor and recommend to the Manager, Revenue Recovery, that the case be reviewed for legal action. Referrals are then sent by the Manager, Revenue Recovery, to the Department of Justice for referral to the appropriate law enforcement agency.

The police will provide results of the referral in the form of a "Case Disposition" report to the Director and the District Manager.

If restitution is ordered, the Order is registered as a Judgement and the amount paid through restitution will be deducted from the overpayment balance. In situations where the restitution amount differs from the overpayment amount, the overpayment amount will remain as calculated.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 9
Revenue Recovery

Section 4
Eligibility Review

Issued: August 1, 2001
Revised:

Regulations:
Act:
Act 4(2),19(1)(2)(3)(4)(5)

Intent:

To ensure accurate entitlement amounts are issued to eligible recipients.

Policy: Eligibility Review

Applicants/recipients of Income Assistance may have their case information reviewed by the Eligibility Review Program when it is alleged a applicant/recipient may not be eligible to receive all or a portion of income assistance payment(s)/service(s). Complaints can be received from the general public or initiated by the caseworker.

Applicants/recipients may be referred to the Eligibility Review Program for one or more of the following reasons:

- the applicant/recipient is alleged to be cohabiting, which is contrary to the information provided;
- the applicant/recipient is alleged to be in receipt of undeclared income (i.e., employment earnings, Employment Insurance benefits, pension or insurance payments, assistance from another province, etc.);
- the applicant/recipient is alleged to have either excess assets or undeclared assets;
- the applicant/recipient appears to have misrepresented their family situation, for example, dependent child change; and
- the applicant/recipient appears to be living beyond his/her means.

Procedure

The caseworker will:

- review complaints in order to determine whether or not a referral to the Eligibility Review Program is warranted;

- create a paper or electronic referral to Eligibility Review if appropriate;
- ensure that each referral includes:
    - most recent "Authorization to Release of Information" form signed by applicant/recipient
    - relevant evidence/information to be verified
    - any written documentation pertinent to the complaint and/or allegation
- retain responsibility for maintaining daily case activities;
- review the recommendation and take the appropriate action on the case, including making an adjustment to the recipient's entitlement amount, establishment of an overpayment, and/or a change to the recipient's eligibility status; and
- notify the client in writing of any changes as a result of an Eligibility Review.

The Eligibility Review Officer will:

- provide full disclosure to the applicant/recipient as to the findings of the review during and upon completion of the review; and
- provide the caseworker with their recommendations as a result of the review.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 9
Revenue Recovery

Section 5
Overpayments
Underpayments

Issued: August 1, 2001
Revised:

Regulations:
68 Recovery of Overpayments
69 Underpayments
Act:
Act 3(f), 14(1,2,3,4,5)15

Intent:

To recoup monies that were issued to recipients to which they were not entitled to receive and to repay recipients any monies to which they were entitled, but did not receive.

Policy: Overpayments

An applicant/recipient will be determined to have an overpayment where the applicant/recipient received assistance that was:

- paid in error;
- overpaid; and
- paid based on false or misleading information supplied by an applicant/recipient.

Overpayments include sums paid to a person who receives deferred/ retroactive income with respect to any period for which assistance was provided. This would encompass those situations where a person has agreed the income to be repayable, from the proceeds of a deferred sale, of an asset, or from another identified deferred income source (Employment Insurance Benefits, Canada Pension Plan, etc.).

Every reasonable effort will be made to recover overpayments. An overpayment can be recovered from the person to whom it is paid, or from that person's estate. The Minister is entitled to use any legal recourse to recover overpayments from recipients.

When a person is no longer in receipt of assistance, voluntary repayment is first requested. If no payment is received, the debt is referred to the Revenue Recovery Unit (per regional referral procedures) for determination of further collection activity.

Staff of the Revenue Recovery Unit, Department of Community Services may refer overpayments to a third party for collection activity.

Procedure

The caseworker will:

- include the assistance granted in the form of Pharmacare in the overpayment calculation when the overpayment covers the full month of eligibility;
- set up the overpayment on the computer;
- complete each overpayment calculation sheet and place these on the file;
- calculate the overpayment amount and the repayment amount, and enter the information on the electronic file;
- send written notification to the recipient; and
- refer inquiries from former recipients in respect to overpayment recovery to the Revenue Recovery Unit for response.

Policy: Recovery from Assistance

When an overpayment is to be recovered from a person in receipt of assistance, the amount may be recovered from the assistance otherwise payable to that person. The maximum amount to be recovered is $45.00 per month. The repayment amount can be increased with the recipient's consent.

Procedure

The caseworkers will:

- enter the overpayment amount and the repayment amount in their electronic file; and
- notify the recipient.

In situations where the recipient is requesting a reduction in the recovery amount because of extraordinary circumstances, the caseworker and his/her Supervisor shall review the request and make a determination.

Policy: Splitting Overpayments

An identified client who separates from his/her spouse shall maintain the remaining balance of any overpayment incurred while the identified client and spouse received assistance as a couple.
Recipients may only have an overpayment split when it can be determined the portion of the overpayment each recipient was responsible for incurring.

A person with an outstanding overpayment who becomes the dependent spouse of another recipient will have the remaining balance of any overpayment transferred to the new case for recovery.

Procedure

The caseworkers will:

- send written notification of the amount of the overpayment and the repayment amount to:

  a) the identified client and the individual to whom the overpayment was split; or

  b) the identified client and the dependent spouse.

Policy: Waiver of Overpayments

Applicants/recipients who ask to have their overpayment(s) waived will have their request reviewed by their caseworker, and the casework supervisor. They shall submit the request to the Manager of Revenue Recovery for Ministerial approval.

Procedure

The caseworker will:

- with supervisory approval, submit the case file along with the written request and any additional correspondence to the Manager of Revenue Recovery;
- act on outcome of the review and document action on the case file; and
- notify the client of the outcome.

The Manager, Revenue Recovery will:

- upon completion of the review, return the case file to the caseworker/supervisor for their action.

Policy: Underpayments

When recipients, through no fault of their own, receive less assistance than that to which they are entitled, and an underpayment is determined as a result of this occurrence, the underpayment shall only be paid to the recipient for the most recent six(6) months.

Procedure

The caseworker will:

- calculate the underpayment and seek approval of their supervisor; and
- place the reason and calculations respecting an underpayment on the recipient's file.

EMPLOYMENT SUPPORT AND INCOME ASSISTANCE POLICY MANUAL
Department of Community Services

Chapter 9
Revenue Recovery

Section 6
Eligibility
Cohabitation

Issued: August 1, 2001
Revised: September 21, 2001

Regulations:
6(1)(2) Additional Information

Act:

Intent

To ensure all income and assets of a family unit are considered in the determination of initial and ongoing eligibility.

Criteria for assessing co-habitation:

- The caseworker shall assess all cohabitation evidence. In general, this involves consideration of social/familial, economic and shared residency;
- In assessing whether cohabitation exists, staff must use investigative techniques, which are respectful of the right of privacy of the individuals involved. Refer to chapter on File Information and Access;
- Information must be gathered in a reasonable and discreet manner with strict adherence to a high standard of professional conduct;
- Staff must consider all factors, which either support or challenge the establishment of cohabitation before making a final recommendation or determination;
- Reliance should be placed on documented and/or substantiated information. It is most important that the information provides a comprehensive and accurate perspective of the applicant/recipient's family circumstances, financial interdependence, and/or shared residency arrangements;
- The caseworker must verify all circumstances before making a decision; and
- All findings should be noted in the case notes.

The following types of information should be considered when assessing cohabitation:

(a) Social/Familial

(i) the couple represent themselves in the community with another person as a spouse;

(ii) the couple is known by professional practitioners as a couple;

(iii) school records show the "couple" as parents;

(iv) a will or an insurance policy, give recognition to the relationship normally associated with another person as a spouse;

(v) dependent child(ren) birth records, or other records, indicate the couple represent themselves with another person as a spouse;

(vi) the signing of loans or other legal documents such as leases indicate the couple represent themselves with another person as a spouse; and

(vii) acknowledgment by either person that he/she lives with another person as a spouse;

(b) Economic

(i) the couple have joint credit cards, bank accounts or property ownership;

(ii) either party claims the other partner and/or the children for income tax purposes, Employment Insurance or other similar benefits;

(iii) tendering of credit; i.e., one party can purchase goods and services in the name of the other; and

(iv) either party claims the other and/or the children for employee benefits with employers.

(c) Shared Residency

(i) the couple has the same address on public records (i.e. motor vehicle permits, assessment roles, etc.);

(ii) the couple occupies the same premises;

(iii) documents such as leases are jointly signed or held by the couple;

(iv) utilities are registered and paid in a manner consistent with a person who lives with another as a spouse; and

(v) both persons receive mail at the same address.

Policy for Administrative Reviews and Appeals

DEFINITIONS

In these policy and procedures

a) **"Act"** means the Employment Support and Income Assistance Act

b) **"Advocate"** means any person who assists and/or represents an appellant during the appeals process

c) **"Appellant"** means the applicant/recipient who has filed an appeal or who has had an appeal filed on their behalf under the Employment Support and Income Assistance Act, or the Social Assistance Act, i.e. Community Supports for Adults programs and services

d) **"Caseworker"** means the person who has made the initial decision on behalf of the Department and communicated this decision to the applicant/recipient

e) **"Coordinator"** means the person responsible for coordinating appeals in a region

f) **"days"** means calendar days (See Sec 7.0 for further clarification on how to interpret dates)

g) **"supervisor"** means the person who is responsible for conducting the administrative review as designated by the Minister in pursuant to sec 4(2) of the Act

INTENT

To ensure the requirements of the Act and Regulations regarding appeals are complied with.

ACCOUNTABILITY

The Executive Director of the Operational Support Division of NSDCS is accountable for management and administration of the Appeals Policy

1.0 Policy: Right to Appeal

Legislative Authority; ESIA sec 12(1), SA sec 19 "...may appeal any decision..."
Any person who applies for or receives Employment Support and Income Assistance or Community Support for Adults programs, has the right to have any decision made by the Department of Community Services reviewed and appealed if dissatisfied with the decision concerning the application.

With respect to Homes for Special Care and Community Based Options, only issues of financial eligibility related to a needs test are subject to an administrative review and appeal hearing by an Appeal Board under the Employment Support and Income Assistance Appeal Regulations. Appeals of Homes for Special Care and Community Based Options clients based on disputed level of care are referred to Appeal Board hearings under the Homes for Special Care Act and Regulations.

2.0 Policy: Notification of Right to Appeal

Legislative Authority; ESIA sec 7(2)(v) "advise the applicant..."
The caseworker shall notify the applicant/recipient in writing of the decision made and of their right to appeal that decision. A pamphlet that defines the steps to appeal in plain language that includes an application for appeal form will accompany the decision.
The caseworker shall make reasonable efforts to give the applicant/recipient explanation of the Legislation, Regulations and Policy as well as the factual basis for the decision. This provides the opportunity for all parties to review and understand the rationale behind a decision prior to an appeal being filed.

3.0 Filing an Appeal
Legislative Authority; ESIA sec 12(3) "...within thirty days..."
If the applicant/recipient wishes to appeal, they must submit a written application for appeal to their caseworker within 30 days of the original decision having been communicated to them.

Procedure

- The applicant/recipient shall make a written application for an appeal making sure to include; the decision being appealed, the reason for the appeal as well as their signature, date, address and telephone number if applicable.

- To assist the applicant/recipient, who wishes to appeal, a pamphlet is available at each office outlining the steps, and includes the form to be completed. Where appropriate, the caseworker should assist the applicant/recipient if required.

- Applications will be accepted up to 45 days from communication of the decision. Any person wishing to submit an application for appeal beyond 45 days must have their extenuating circumstances reviewed by the Regional Administrator. Extenuating circumstances refer to reasons beyond the client's control such as being in the hospital or redirected mail.

4.0 Policy: Administrative Review

An Administrative Review is a meaningful, thorough and objective review that provides an opportunity for the original decision to be upheld, overturned or varied. The person conducting the Administrative Review is independent of the original decision and will ensure the decision being appealed is consistent with the legislation, regulations and policy, and that the appellant's case is given a fair and timely review.

Legislative Authority; ESIA sec 4(2) "The Minister may..."
The caseworker's immediate supervisor will conduct the administrative review unless they had been closely involved with the case decision, in which case an alternate supervisor or the next level of supervision will conduct the review. (appendix A)

Legislative Authority; ESIA sec 12(4) "The Minister shall..."
Within 10 days of receiving notification of an appeal, the administrative review must be conducted and the appellant informed of the decision. Compliance with the 10-day requirement will be monitored through program management.

Procedure

The caseworker will:

- ensure that if the application for appeal is sent to a different office from the one that rendered the original decision, that office shall enter the appellant's application information into the appeals system and then immediately send or fax the application to the office where the original decision was made. The 10-day review time limit begins the day after the request for appeal arrives in any departmental office.

- upon receipt of a request for an appeal, send a letter acknowledging the request to the appellant. (appendix B)

- record in the Income Assistance system that an appeal has been initiated.

The supervisor will:

- complete the checklist for the administrative review as well as checking all the collateral information that supported the original decision. (appendix C)

- either uphold the original decision, overturn the original decision or vary the original decision. If the supervisor varies the decision or, direction should be provided to the caseworker to explain the variance to the appellant in a timely manner.

- send a letter to the appellant outlining the reasons for the decision, including the relevant section of the legislation, regulations and policy supporting the decision. This letter will include the appeal report generated through the administrative review. This report will include; the decision, the evidence supporting the decision, the rational behind the decision and all documentation for which there are no 3rd party issues. (appendix D)

- send an addressed envelope and a continuation of appeal form to the appellant to be returned to the supervisor who conducted the review, if they wish to proceed to the formal hearing. They will be informed that this form must be returned within 10 days if they wish to continue their appeal. The appellant will also be informed that if they decide to continue their appeal, they will be sent notification of their hearing date by registered mail.

Legislative Authority; ESIA sec 12(5) "Within ten days..."
The appellant will have 10 days to respond in writing to request to continue the appeal hearing. Continuation of appeal forms will be accepted up to 20 days. An appellant who wishes to continue with the appeal after 20 days must have their extenuating circumstance reviewed by the Regional Administrator.

If the appellant does not respond within the given timeframe, the Department will record that the client accepts the outcome of the review. Once the appellant withdraws an appeal it is closed and cannot be reopened.

5.0 Policy: Notification of Appeal Hearing

Assistance Appeals Regulation 8(1) "...shall hear and render..."
In the event that the appellant continues with the appeal, the regional office will co-ordinate the appeal and send notification of the date, time and place of the hearing by registered mail to the appellant 10 days prior to the hearing. The regional office will also provide documentation for the Appeal Board.

Assistance Appeals Regulation 9(1) "Appellant may..."

If an appellant wishes to have a hearing but cannot attend due to extenuating circumstances, they can either request that the appeal hearing be rescheduled or indicate that they would like the option of a hearing utilizing the telephone.

Assistance Appeals Regulation 9(2) "Where the appellant..."
The appellant shall be notified that if they do not attend the hearing or send a representative, the appeal will be heard in their absence unless they have requested an alternative date.

6.0 Policy: Right to Representation

Legislative Authority; sec 10(1) "The appellant may..."
Persons appealing have the right to be represented by an advocate throughout the appeals process. Prior to appeal information being sent to a representative the Department should obtain consent, preferably written, from the appellant to discuss their case with an advocate acting on their behalf.

Procedure

- The Department shall ask the appellant if they have any documentation to submit to the Board or Department and if they have witnesses to present, prior to the hearing.

- In lieu of attending the hearing, the appellant may send a representative to the appeal hearing who shall provide the Chairperson or Vice Chairperson with written proof that the appellant authorizes them to represent the appellant at the hearing.

- If counsel is representing the appellant at the hearing, the person responsible for coordinating appeals for the Region will send a copy of the appeals report to the representative, provided they are admitted to the bar. If the representative is an articled clerk, the Department should send the appeals report to the principal as well, or confirm that the clerk is acting on their behalf.

- The person responsible for coordinating appeals for the region will also identify and schedule who will represent the department at the appeals hearing.

- If counsel is required to represent the Department, the person responsible for coordinating appeals for the region will consult with the Department of Justice to engage counsel.

7.0 How to Interpret Dates

When calculating dates as defined in legislation, regulations and policy, they shall be calculated according to the Interpretation Act.

Legislative Authority; Interpretation Act sec. 19(k) "Where the time limit for the doing of any act expires or falls upon a holiday, the time so limited extends to and the act may be done on the first following day is not a holiday;"

Legislative Authority; sec. 7(j) "'holiday' includes Sunday, New Year's Day, Good Friday, Canada Day, Christmas Day, the birthday or the day appointed for the celebration of the birth of the reigning Sovereign, Victoria Day, Labour Day, Remembrance Day and any day appointed by any statute in force in the Province or by proclamation of the Governor General or of the Lieutenant Governor as a general holiday or for general fast or thanksgiving, and whenever a holiday other than Remembrance Day falls on a Sunday the expression holiday includes the following day;"

Person conducting the review will follow this procedure;

- The date a decision is communicated or an application for an appeal is received is not counted as the start date for the required timeline. Time line for completion commences on the day following communication.
- If the due date falls on a Saturday, work must be completed by the preceding Friday
- If the due date falls on a Sunday, work is due on the following Monday
- If the due date falls on a holiday, work is due the next day which is not a holiday

8.0 Information about the Appeal Board

Legislative Authority; sec 13 & Regulations sec 4, 5, 8, 11, 12, 13

Legislation and regulations govern the Appeal Board. The Appeal Board is established by the Minister pursuant to section 11 of The Employment Support and Income Assistance Act. There are five boards for the province. The Minister shall designate one member of an appeal board to be the Chairperson of the board and all other members to be Vice-Chairpersons. The quorum of an appeal board is one member. Members of the Appeal Board shall attend such training, as the Minister considers necessary.

Member(s) of the Appeal Board will be selected for appeal hearings based on rotation within each region.

The Appeal Board shall hear and render a decision within 45 days of the date of the appellant's rejection of the decision of the administrative review. Once the hearing is held, the Appeal Board has 7 days to render its decision. If an appellant is dissatisfied with a decision of the Appeal Board, their next level of appeal would be to the Supreme Court of Nova Scotia

The Nova Scotia Child Benefit Appendix

Legislative Authority:

- the Nova Scotia Income Tax Act.

Policy Objectives:

- help prevent and reduce child poverty;
- promote labour market attachment, reducing the need for low income working families to turn to social assistance programs and making it easier for families receiving income assistance to make the transition to work;
- simplify and reduce administration by harmonizing program objectives and benefits across jurisdictions.

Strategic Direction:

- provide benefits in a more mainstream way by using an income test to address the needs of all low income families, i.e., children's benefits, working income supplements and pharmacare;
- reduce the percentage of population that typically depend on income assistance programs;
- ensure work is a viable economic choice;
- help families to better participate in their communities, reducing the marginalization that can be associated with income assistance programs.

Operating Principles:

- fair and equitable provision of income support for children;
- non-discriminatory, eligibility based on income test only;
- non-intrusive;
- secure, predictable income source throughout changes in the economy;
- assist families to be financially self-sufficient.

Program Description:

The Nova Scotia Child Benefit is an income support program for all low income families with children under the age of 18, regardless of the parents source of income. It shares the same objectives as the National Child Benefit Initiative.

Starting in July 2001,it's benefits are designed to fully integrate with the National Child Benefit Supplement to establish a standard benefit for each child of a low income family.

Together, these two programs, started in July 1998,removed the need for children's personal allowances in Nova Scotia's Income Assistance program effective August 1, 2001.

The Nova Scotia Child Benefit is based on an income test, and makes provision for the payment of cash benefits to eligible families with an net annual family income below $20,921. Families with net incomes up to $15,999 are eligible for maximum benefits; families with annual incomes between $16,000 and $20,921 are eligible to receive partial benefits.
The provision of benefits is governed by the Nova Scotia Child Benefit Regulations made pursuant to Section 34, Chapter 217, of the Nova Scotia Income Tax Act. The Regulations specify eligibility requirements, per child benefit levels, income thresholds and benefit reduction levels where applicable.

The program is administered and delivered by the Canada Customs and Revenue Agency on behalf of Nova Scotia and shares the same business rules as the Canada Child Tax Benefit. The Canada Child Tax Benefit has two components; the National Child Benefit Supplement and the basic amount. The basic amount is the benefit that, prior to July 1998 was known as the Child Tax Benefit. When the Supplement was added July 1998 the two components became known as the Canada Child Tax Benefit.

Eligibility for the program is determined by Canada Customs and Revenue Agency pursuant to the Nova Scotia Income Tax Act and Regulations. Canada Customs and Revenue Agency is responsible for general communication, client notification regarding eligibility and entitlements, inquiries, and appeals on behalf of Nova Scotia. Monthly payments are included with Canada Child Tax Benefit payments.

Families do not have to make separate application for the Nova Scotia Child Benefit. The annual income tax return filed by a family constitutes an application. Both parents must file an income tax return whether or not one or both have income. Eligibility and benefits are determined on net family income for the previous income tax year and number of children. The benefit year is July 1 to June 30.

Payments are made by direct deposit or cheque on the 20th of each month. To ensure there is no disruption in benefit payments, Canada Customs and Revenue Agency must be kept informed of any changes in family income, marital status, number of dependent children and current address.

Benefit Structure:

Effective July 1, 2001 the Nova Scotia Child Benefit is fully integrated with the National Child Benefit Supplement to establish a standard benefit of $ 1,700 annually ($ 142.67 monthly) for each child of a family receiving maximum Nova Scotia Child Benefit. This is in addition to the basic amount of the Canada Child Tax Benefit, which, as of July 2001 is $ 1,117 ($ 93.08 monthly) each for the 1st and 2nd child and $ 1,195 ($ 99.58 monthly) for a 3rd and each additional child.

The benefits are:

The Nova Scotia Child Benefit
Maximum Annual Benefits

July 1, 2000		July 1, 2001
1st child	$ 403	$ 445
2nd child	$ 319	$ 645
3rd and each additional child	$ 286	$ 720

The National Child Benefit Supplement
Maximum Annual Benefits

July 1,2000		July 1, 2001
1st child	$ 977	$ 1255
2nd child	$ 771	$ 1055
3rd and each additional child	$ 694	$ 980

The Nova Scotia Child Benefit is combined with the National Child Benefit Supplement to establish a standard benefit for each child as illustrated below:

Combined Benefits
July 1, 2001 - June 30, 2002

Children	Nova Scotia Child Benefit	National Child Benefit Supplement	Combined Benefits
1st child	$ 445	$ 1255	$ 1,700
2nd child	$ 645	$ 1055	$ 1,700
3rd and each additional child	$ 720	$ 980	$ 1,700

The following chart illustrates the Nova Scotia Child Benefit combined with the Canada Child Tax Benefit:

Nova Scotia Child Benefit and the Canada Child Tax Benefit
Families Receiving Maximum Benefits of the Nova Scotia Child Benefit
Monthly Benefits - July 1, 2001

1 Child	$141.67	$93.08	**$234.75**
2 Children	$283.33	$186.16	**$469.49**
3 Children	$425.00	$285.74	**$710.74**
4 Children	$566.67	$385.33	**$952.00**
5 Children	$708.33	$484.91	**$1193.24**

* The amounts noted here for the CCTB base do **not** include the additional monthly amount of $ 6.50 for children under 7 years old.

Marginal Tax Back Rates:

The Nova Scotia Child Benefit provides maximum benefits , as noted above, to families with net family annual income up to $ 15,999.
Effective July 1, 2001 benefits to families with income between $ 16,000 and $ 20,921 are determined by the following marginal tax back rates:

One child	9.041%
Two children	22.1455%
Each additional child add	14.6282%

For families with annual incomes between $ 16,000 and $ 20,921 the maximum benefit is reduced by first calculating the difference between a family's actual income and the base income of $15,999. Depending on the number of children, the appropriate tax back rate is then applied to this amount. The result of this calculation is then subtracted from the maximum benefit for the applicable family size to arrive at a partial benefit entitlement.

For example a family with two children and net annual income of $ 18,000 will receive a partial annual benefit of $ 646.87; calculated as follows:

Partial Benefit = Maximum Nova Scotia Child Benefit - [(Annual family income - base income of $15,999) x (Marginal Tax Back Rate)]

Partial Benefit = 1.090 - (18,000 - 15,999) x (22.1455)
Partial Benefit = 1,090 - 2001 x .221455
Partial Benefit = 1,090 - 443.13
Partial Benefit = **646.87**

The following table provides examples of the annual benefits for different family sizes, at various incomes over $15,999.

Net Family Income	Number of Children					
	1	2	3	4	5	6
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
16,000	441.91	1089.78	1,809.63	2,529.49	3,249.34	3,969.19
16,500	399.70	979.05	1,625.76	2,272.48	2,919.19	3,565.90
17,000	354.50	868.32	1,441.90	2,015.47	2,589.04	3,162.61
17,500	309.29	757.60	1,258.03	1,758.46	2,258.89	2,759.32
18,000	264.09	646.87	1,074.16	1,501.45	1,928.74	2,356.74
18,500	218.88	536.14	890.29	1,244.44	1,598.59	1,952.74
19,000	173.68	425.41	706.42	987.43	1,268.44	1,549.44
19,500	128.47	314.69	522.55	730.42	938.29	1,146.15
20,000	83.27	203.96	338.69	473.41	608.14	742.86
20,500	38.06	93.23	154.82	216.40	277.99	339.57
20,921	0.00	0.00	0.00	0.00	0.00	0.00

Acronyms

- CBA - Child Benefit Adjustment
- CCTB - Canada Child Tax Benefit
- CPP - Canada Pension Plan
- CPR - Coronary Pulmonary Resuscitation
- CSA - Canadian Standards Association
- EAPD - Employability Assistance for Persons with Disabilities
- EP - Employability Participation
- ESIA - Employment Support & Income Assistance
- ESS - Employment Support Services
- ESSA - Employment Support Services Assessment
- FOIPOP - Freedom of Information & Protection of Privacy
- GED - General Education Diploma
- GIS - Guaranteed Income Supplement
- HCN - Health Card Number
- HIV - Human Immunodeficiency Virus
- IA - Income Assistance
- MEP - Maintenance Enforcement Program
- MSI - Medical Services Insurance
- NCB-S - National Child Benefit Supplement
- NSCB - Nova Scotia Child Benefit
- NSEA - Nova Scotia Employability Assessment
- OAS - Old Age Security
- SIN - Social Insurance Number
- USA - United States of America
- WCB - Workers' Compensation Board
- WHMIS - Workplace Hazardous Materials Information System

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Employment Support and Income Assistance Regulations

made under Section 21 of the
Employment Support and Income Assistance Act
S.N.S. 2000, c. 27
O.I.C. 2001-138 (March 23, 2001, effective August 1, 2001), N.S. Reg. 25/2001
as amended by O.I.C. 2001-338 (July 13, 2001, effective August 1, 2001), N.S. Reg. 91/2001

Interpretation

Citation
1 These regulations may be cited as the *Employment Support and Income Assistance Regulations*.

Definitions
2 In these regulations

(a) "Act" means the *Employment Support and Income Assistance Act*;

(b) "allowable mortgage expense" means the percentage of an applicant's or recipient's mortgage payment that is included as an expense;

(c) "applicant" means a person who applies for assistance;

(d) "application" means an application for assistance pursuant to Section 4;

(e) "approved educational program" means

(i) a high school, adult day school, upgrading or literacy program, or

(ii) technical or professional training of a duration of 2 years or less;

(f) "applicable assets" includes real property and liquid assets but does not include

(i) a primary residence of an applicant or a recipient that is assessed at less than twice the average assessed value of single family dwellings in the municipality in which the residence is located,

(ii) a cash surrender value of under $500 of a life insurance policy,

(iii) a motor vehicle used for basic transportation including transportation related to job search requirements, training or health and safety requirements,

(iv) tools or equipment directly related to a trade or profession,

(v) a registered education savings plan established for the education of a child and intended for use by that child in relation to education expenses,

(vi) any portion of a registered retirement savings plan that is part of an employment pension program at the place of employment where the applicant or recipient is employed, temporarily laid off or on sick leave,

(vii) prepaid funeral arrangements up to a maximum value of $5000;
Subclause 2(f)(vii) added: O.I.C. 2001-338, N.S. Reg. 91/2001.

(g) "budget deficit" of an applicant or recipient means the amount by which the total expenses of the applicant or recipient exceed the total chargeable income of the applicant or recipient;

(h) "caseworker" means a person in the employ of the Department of Community Services who is responsible for reviewing applications for assistance, determining eligibility for assistance and making decisions with respect to the granting of assistance;

(i) "chargeable income" of an applicant or recipient means income that is included for the purpose of computing the amount of assistance payable to the applicant or recipient pursuant to these regulations;

(j) "cohabit" means to live together with another person as a spouse and "cohabitation" and "cohabitating" have corresponding meanings;

(k) "dependent child" means a person residing in Nova Scotia who is dependent for support upon an applicant or a recipient and is

(i) under the age of 19 years, or

(ii) 19 or 20 years of age and is attending an approved educational program not designated for student loan purposes;

(l) "Director" means the Director of Income Assistance in the Department of Community Services;

(m) "employability assessment" means an assessment to determine whether a recipient or a spouse of a recipient is employable at the time of the assessment and, if not employable at the time of the assessment, includes an assessment of the measures or activities that can reasonably be undertaken by the recipient or spouse to enable the recipient or spouse to become employable;

(n) "employment plan" means a plan that is developed in conjunction with an employability assessment and that establishes the goals of a recipient or a spouse of a recipient in respect of

(i) participation in employment services,

(ii) participation in an approved educational program, and

(iii) employment;

(o) "expense" means an expense of an applicant or recipient that is included for the purpose of calculating the amount of assistance payable to the applicant or recipient pursuant to these regulations, and includes an expense of a spouse and, where applicable, a dependent child;

(p) "family benefits" means benefits received under the *Family Benefits Schedule "B" Regulations*;

(q) "full-time", with respect to employment, means paid employment for 30 hours or more per week;

(r) "home" includes a mobile home;

(s) "income maintenance payment" means a payment made to a person by the government of Canada or of Nova Scotia in respect of loss or presumed loss of income by reason of unemployment, loss of the principal family provider, illness, disability or age;

(t) "liquid asset" means any asset readily convertible into cash including cash on hand, bank accounts, stocks and bonds or other securities;

(u) "mobile home" means any trailer that is

(i) designed for or intended to be equipped with wheels, whether or not it is so equipped, and

(ii) constructed or manufactured to provide a residence for one or more persons,

but does not include a travel trailer or tent trailer or trailer otherwise designed;

(v) "mortgage payment" means the actual amount paid, calculated monthly, less any payment of taxes included in the payment for a mortgage that has been obtained for the purpose of purchasing or making necessary repairs or renovations to the primary residence of an applicant or recipient;

(w) "part-time", with respect to employment, means paid employment for up to 30 hours per week;

(x) "post-secondary education program" means a program designated for student loan purposes;

(y) "primary residence" means the housing unit ordinarily inhabited by an applicant or recipient;

(z) "recipient" means a person who is receiving assistance;

(aa) "social assistance" means assistance received under the *Social Assistance Act*;

(ab) "special need" means a need for

(i) an item or service with respect to

(A) dental care,

(B) optical care,

(C) funeral arrangements,

(D) special diet,

(E) transportation, child care,

(F) implementation of an employment plan, or

(ii) another item or service that is in the opinion of a caseworker essential for an applicant, recipient, spouse or dependent child,

but does not include an item or service that is insured under Provincial insured health services programs or otherwise funded by government;

(ac) "spouse" means

(i) a husband or a wife of an applicant or recipient, or

(ii) a common law partner or a same-sex partner with whom an applicant or recipient is in a marriage-like relationship that is not a legal marriage;

(ad) "supervisor" means a person in the employ of the Department of Community Services who is responsible for overseeing the work and decisions of a caseworker;

(ae) "supported employment" means employment of a person whose physical, mental or cognitive abilities prevent them from being financially self-sufficient;
Clause 2(ae) replaced: O.I.C. 2001-338, N.S. Reg. 91/2001.

(af) "taxes" means any tax imposed by or under an enactment in respect of real or personal property;

(ag) "unearned income" includes income maintenance payments, workers' compensation, insurance payments, damage awards, income from mortgages, any maintenance payments, superannuation and income from investments such as stock and bonds;

(ah) "youth" means a person aged 16 to 18, inclusive, who is eligible to apply for assistance.

Assistance - General

Money payments of assistance
3 Payments of assistance in the form of money shall be made by cheque or electronic bank transfer in favour of the person named in the requisition for the payment.

Application for assistance
4 An applicant shall submit an application in the form prescribed by the Minister to a caseworker and shall attach to the application any documents required pursuant to Section 5.

Additional information required
5 (1) In order to determine the eligibility of an applicant or the ongoing eligibility of a recipient to receive assistance, or to verify information obtained from an applicant or recipient in respect of their eligibility or ongoing eligibility to receive assistance, the applicant or recipient shall provide the following information to a caseworker, in the case of an applicant at the time of application, or in the case of a recipient as requested at any time during which the recipient is in receipt of assistance:

(a) where applicable,

(i) proof of age,

(ii) proof of death,

(iii) proof of marriage,

(iv) proof of divorce,

(v) proof of cohabitation,

(vi) proof of ability to participate in employment services,

(vii) proof of hospitalization,

(viii) proof of parentage,

(ix) proof of citizenship,

(x) proof of residency,

(xi) proof of income, or

(xii) proof of assets.

(b) the social insurance number of the applicant or recipient and of the spouse of the applicant or recipient and a dependent child of the applicant or recipient;

(c) the Nova Scotia Health card number of the applicant or recipient and of the spouse of the applicant or recipient and dependent child of the applicant or recipient;

(d) income tax assessment form of the applicant or recipient and of the spouse of the

applicant or recipient; and

(e) an authorization for the release, obtaining or verifying of information about the applicant or recipient and spouse and dependent child of the applicant or recipient including information or documents

(i) specified in this Section and Sections 4 and 7,

(ii) respecting expenses,

(iii) respecting chargeable income,

(iv) respecting liquid assets.

(2) Where an applicant or recipient refuses to provide the information or the authorization specified in subsection (1), the applicant shall be refused assistance or assistance to the recipient shall be discontinued, as the case may be.

6 For the purpose of subclause 5(1)(a)(v), proof of cohabitation may be established by any relevant evidence and shall be deemed to occur where

(a) a man and woman represent themselves to others to be husband and wife; or

(b) individuals represent themselves to others to be each other's spouse.

7 (1) An applicant or recipient shall provide such information as a caseworker may require with respect to the living arrangements, employment history, health and financial circumstances of the applicant or recipient and the spouse and dependent child of the applicant or recipient.

(2) An applicant or recipient shall give notice to a caseworker of any change that affects the information provided pursuant to subsection (1) immediately upon the occurrence of the change and the notice shall be in writing if so requested by the caseworker.

8 An applicant or recipient may be required to provide evidence under oath or by affirmation to establish the proof of any fact relating to the applicant's or recipient's eligibility for assistance.

Providing documentation

9 In circumstances where the requirement of an applicant or a recipient to provide documentation in a timely manner would, in the opinion of the caseworker, create undue hardship for the applicant or recipient, assistance may be granted despite the lack of documentation and the applicant or recipient shall be required to provide appropriate documentation at the earliest opportunity.

Eligibility

Not eligible for assistance

10 An applicant is not eligible to receive assistance if the applicant has separated from his or her spouse for the purpose of enabling the applicant to qualify for assistance.

11 An applicant is not eligible to receive assistance if at the time of the application the applicant's chargeable income is equal to or greater than the applicant's expenses.

12 An applicant or recipient is not eligible to receive assistance where there is another feasible source of income or applicable assets available that is sufficient to provide the applicant or recipient with basic needs, special needs or employment services that are being applied for or provided, as the case may be.

13 An applicant or recipient engaged in a strike or who is locked out by an employer is not eligible to receive assistance.

Eligibility for assistance
14 (1) Except as otherwise provided for in these regulations, a person must be 19 years of age or older in order to be eligible to receive assistance.

(2) A person who is under the age of 19 and residing in their parent's or parents' home is not eligible to apply for assistance in that person's own right or on behalf of that person's dependent child.

(3) An applicant must be present in the Province at the time of application.

Caseworker can change amount of assistance
15 (1) A caseworker may discontinue assistance

(a) where a recipient has been absent from the Province for more than 30 consecutive days; or

(b) where a recipient has been hospitalized for more than 30 consecutive days.

(2) A caseworker shall discontinue assistance where a recipient has been imprisoned for more than 30 consecutive days in any penitentiary to which the *Prisons and Reformatories Act* (Canada) applies, in a jail, lockup or adult reformatory institution, or has been under house arrest for more than 30 consecutive days.

(3) A caseworker shall reduce, discontinue or suspend assistance to a recipient where there has been fraud, misrepresentation, non-disclosure of facts or other cause that has resulted in assistance being improperly provided to the recipient.

(4) A caseworker shall increase, reduce, discontinue or suspend assistance to a recipient where there is a change in the circumstances of the recipient or person on whose behalf assistance is being provided to the recipient that relates to the recipient's eligibility for assistance.

Dependent child
16 (1) No assistance shall be paid on behalf of a dependent child after the dependent child becomes 21 years of age.

(2) With respect to assistance paid on behalf of a dependent child,

(a) where the dependent child is in attendance at a post-secondary education program, the

caseworker shall discontinue assistance effective the last day of the month in which the dependent child becomes 19 years of age;

(b) where a dependent child is attending an educational program not designated for student loan purposes and continues to attend the program on a regular basis, a caseworker may continue to provide assistance after the dependent child becomes 19 years of age;

(c) a caseworker shall discontinue assistance effective the last day of the month in which the child ceases to be a dependent child.

(3) A dependent child shall reside with the applicant or recipient the majority of the time in order to be considered a dependent child and included in the calculation of the budget deficit of the applicant or recipient, and where the dependent child resides with more than 1 applicant or recipient, the dependent child may be included in the calculation of the budget deficit of only 1 applicant or recipient.

(4) Where

(a) a dependent child of a recipient has been taken into the care of a child welfare agency pursuant to the *Children and Family Services Act*; and

(b) the relevant child welfare agency advises a caseworker that

(i) the recipient is participating in a program or plan of action for the purpose of facilitating the return of the dependent child to the recipient, or

(ii) there is a valid reason why the recipient cannot participate in a program or plan of action for the purpose of facilitating the return of the dependent child to the recipient,

the recipient may continue to receive assistance as if the dependent child were still in the care and custody of the recipient.

(5) Assistance provided in accordance with subsection (4) shall not continue for a period exceeding 2 years.

Employment

Employability assessment
17 (1) A recipient and a recipient's spouse must participate in an employability assessment.

(2) Where a recipient or a recipient's spouse refuses to participate in an employability assessment, the recipient shall not continue to receive assistance.

Employment plan
18 (1) A recipient and a recipient's spouse are required to develop an employment plan that shall take into account

(a) the recipient's and the spouse's

(i) skills,

(ii) education,

(iii) work experience,

(iv) volunteer activities,

(v) resources in the community,

(vi) availability of transportation,

(vii) child care needs, and

(viii) personal support; and

(b) such other factors that are relevant to enable the recipient and the spouse to participate in employment.

(2) An employment plan cannot include a plan to participate in an educational program that is not an approved educational program.

Medical examination

19 (1) Where additional information is required by a caseworker to complete an employability assessment of a recipient or a recipient's spouse or to determine whether an employment plan is appropriate for a recipient or a recipient's spouse, a caseworker may require the recipient or spouse to undergo a medical examination as the caseworker considers necessary and relevant.

(2) Where a recipient or a recipient's spouse refuses to undergo a medical examination required pursuant to subsection (1), assistance shall be discontinued if the refusal to undergo a medical examination results in a caseworker being unable to determine the employment readiness of or the suitability of an employment plan for the recipient or spouse.

Refusal to accept employment

20 (1) An applicant or recipient is not eligible to receive or to continue to receive assistance where the applicant or recipient, or the spouse of the applicant or recipient unreasonably refuses

(a) to accept employment, where suitable employment is available;

(b) to participate in employment services that are part of an employment plan; or

(c) to engage in an approved educational program that is part of an employment plan, where an appropriate approved educational program is available.

(2) In determining whether the refusal of an applicant or recipient or the spouse of the applicant or recipient referred to in subsection (1) is unreasonable, a caseworker shall not consider the refusal to be unreasonable where the applicant, recipient or spouse has a legitimate barrier to employment, to engaging in an approved educational program, or to participating in employment services.

Quitting a job
21 (1) Where an applicant or an applicant's spouse has quit a job or has been fired from a job within 4 months prior to the application for assistance, assistance shall not be granted for the 6 weeks subsequent to the date of the application if the applicant or the spouse

(a) quit the job without just cause;

(b) was fired with just cause; or

(c) quit the job for the purpose of qualifying for assistance.

(2) Where a recipient or a recipient's spouse has quit a job or has been fired from a job, assistance shall be discontinued for 6 weeks if the recipient or the spouse

(a) quit the job without just cause;

(b) was fired with just cause; or

(c) quit the job for the purpose of qualifying for additional assistance.

Lump sum upon employment
22 (1) A recipient who becomes employed or whose spouse becomes employed on a full-time basis is entitled to receive a lump sum payment in the amount of $400.00 at the time the full-time employment commences, and the lump sum is payable only once with respect to each of the recipient and spouse of the recipient regardless of the number of times the recipient or the spouse is in receipt of assistance.

(2) A recipient who becomes employed or whose spouse becomes employed on a part-time basis is entitled to receive a lump sum payment in the amount of $200.00 at the time the part- time employment commences and the lump sum is payable only once with respect to each of the recipient or spouse of the recipient regardless of the number of times the recipient or the spouse of the recipient is in receipt of assistance.

(3) A recipient is not entitled to receive, on behalf of the recipient or the recipient's spouse, both lump sum payments pursuant to subsection (1) and subsection (2).

Obligation to commence proceedings
23 (1) In order to be eligible to receive assistance or to continue to receive assistance, an applicant or recipient shall

(a) commence any action or other proceeding; and

(b) enforce any order of the court,

concerning any duty or obligation of any other person to support or maintain the applicant, recipient or a dependent child of the applicant or recipient or other person on whose behalf assistance is payable.

(2) Where an applicant or recipient is unable to commence an action or other proceeding or is unable to enforce any order of the court pursuant to subsection (1) because of a failure to

obtain the necessary information, a caseworker may refuse assistance for such period of time as the caseworker considers appropriate in the circumstances.

(3) A caseworker may waive the requirements of subsection (1) where the caseworker considers that compliance with them would adversely affect a family situation or where compliance would be futile or unreasonable.

(4) A youth is not required to comply with the requirements of subsection (1).

Special Needs

Information to be provided
24 (1) An applicant or recipient may request assistance for an item of special need, and the applicant or recipient shall provide the following information, where applicable, to a caseworker to support the request:

(a) an explanation as to why the special need is required;

(b) a description of the special need;

(c) any documentation from professionals supporting the special need;

(d) the cost of the special need;

(e) the resources or alternatives that have been investigated with respect to obtaining the special need from other sources;

(f) where the cost of the special need exceeds $200, estimates for the cost of the special need from 2 separate providers; and

(g) an invoice or receipt for the item of special need.

(2) An applicant or recipient may request assistance for an item of special need in accordance with subsection (1) either before or after the purchase of the item of special need.

Health or medical need
25 Where an applicant or recipient requests assistance for an item of special need that pertains to the health or medical requirements of the applicant or recipient or the spouse or dependent child of the applicant or recipient, a caseworker may request advice from a person qualified to provide advice in respect of the appropriateness, necessity and effectiveness of the item of special need requested and the caseworker shall take this advice into consideration in determining whether to grant the request.

Determination of eligibility
26 In determining the amount of assistance payable for an item of special need for an applicant or recipient, a caseworker shall include one of the following in the calculation of the budget deficit of the applicant or recipient:

(a) the lesser of the actual cost of the special need or the amount prescribed in Appendix

"A"; or

(b) the allowed cost of the special need as approved by a supervisor.

Supervisor may determine higher amount
27 (1) Where a supervisor determines that there is documentation to support that the maximum amount allowed for any item of special need as prescribed in Appendix "A" is insufficient to pay for the cost of the item due to the distinctive need of an applicant or recipient or spouse or dependent child of the applicant or recipient, the higher amount as documented may be included in the calculation of the applicant's or recipient's budget deficit.

(2) In urgent circumstances pertaining to the health or safety of an applicant or recipient or spouse or dependent child of the applicant or recipient, the total cost of an item of special need may be provided to the applicant or recipient where there is a budget deficit for a portion of the cost of the special need and payment of the total cost is approved by a supervisor.

Educational-related needs
28 A recipient between the ages of 16 and 20, inclusive, who is employed on a full-time or part-time basis shall not receive assistance for school supplies or other educational related special needs.

Allowances and Expenses

Expenses to be considered in determining eligibility
29 (1) In determining initial eligibility for assistance, a caseworker shall include

(a) expenses as prescribed in these regulations for basic needs and special needs;

(b) actual transportation costs up to $150 per month, where the costs are required for employment or the preservation of health or safety of the applicant or spouse or dependent child of the applicant; and
Clause 29(1)(b) amended: O.I.C. 2001-338, N.S. Reg. 91/2001.

(c) actual child care costs up to $400 per month, where the costs are related to employment or are required for the preservation of health or safety of the applicant or spouse or dependent child of the applicant,
Clause 29(1)(c) amended: O.I.C. 2001-338, N.S. Reg. 91/2001.

in the calculation of the budget deficit of an applicant.

(2) In determining ongoing eligibility for assistance, a caseworker shall include

(a) expenses as prescribed in the regulations for basic needs and special needs; and

(b) expenses for participation in an employment plan

in the calculation of the budget deficit of a recipient.

Amount payable
30 The amount of assistance payable shall be 100% of the budget deficit except as provided for in subsection 27(2).

Personal and shelter allowances
31 (1) An applicant or recipient who is boarding shall be allowed the following monthly allowances, in the amount and in the manner prescribed in Appendix "A", as expenses:

(a) a shelter allowance; and

(b) a personal allowance for each of

(i) the applicant or recipient,

(ii) the spouse of the applicant or recipient, and

(iii) each dependent child of the applicant or recipient who is 18 years of age or older.

(2) An applicant or recipient who is renting or who owns his or her own home shall be allowed the following allowances, in the amount and in the manner prescribed in Appendix "A", as expenses:

(a) a shelter allowance;

(b) a personal allowance for each of

(i) the applicant or recipient,

(ii) the spouse of the applicant or recipient, and

(iii) each dependent child of the applicant or recipient who is 18 years of age or older.

32 Where an applicant or recipient or spouse or dependent child of an applicant or recipient is terminally ill or has special needs with respect to barrier-free access to, from or within their accommodations, the shelter allowance prescribed in Appendix "A" may be increased by an amount approved by a supervisor.

Maternal nutritional allowance
33 A female applicant or recipient or spouse or dependent child of an applicant or recipient who is pregnant shall have a maternal nutritional allowance included as an expense in the amount prescribed in Appendix "A", effective from the date of the notification of pregnancy or birth of the child up to and including 12 months after the birth of the child.

School supplies
34 At the start of each school year a recipient with a dependent child shall have an allowance as prescribed in Appendix "A" included as an expense to defray the cost of school supplies of a dependent child who is between the ages of 5 and 20 years, inclusive, and is attending elementary, junior high or senior high school as of September 30 in the year in which the allowance is being included.

Combined expenses
35 In respect of any combination of expenses mentioned in Sections 36 to 42, the amount of assistance payable to an applicant or recipient shall not exceed the lesser of

(a) 100% of the actual total of any combination of expenses; or

(b) the amount prescribed in Appendix "A" for the size of the applicant's or recipient's family.

Mortgage payments
36 (1) Subject to subsection (2) and Section 37, an applicant or recipient who owns his or her own home and who is making payments in respect of a mortgage shall be allowed 100% of the mortgage payment as an allowable mortgage expense.

(2) Where only part of the mortgage money obtained has been used for the purpose of purchasing, repairing or renovating the residence of the applicant or recipient, only that part of the money that relates to the purchase, necessary repairs or necessary renovations of the residence shall be allowed as an allowable mortgage expense.

(3) Where, in the opinion of a caseworker, the application of subsection (2) would create undue hardship for an applicant or recipient, 100% of the applicant's or recipient's mortgage payment shall be allowed as an allowable mortgage expense.

Joint ownership of primary residence
37 Where the primary residence of an applicant or recipient is jointly owned by the applicant or recipient with another person or spouse or dependent child of the applicant or recipient, the allowable mortgage expense shall be prorated based on the portion of the primary residence owned by the applicant or recipient, but where a supervisor determines that such prorating will cause undue hardship for the applicant or recipient, 100% of the mortgage payment shall be allowed as an allowable mortgage expense and the supervisor may require the applicant or recipient to enter into a repayment agreement in respect of the assistance granted.

Property taxes
38 An applicant or recipient who owns his or her own home shall be allowed 100% of the actual amount of taxes paid, calculated monthly, as an expense.

Rent
39 An applicant or recipient who rents his or her accommodations shall be allowed 100% of the actual amount of rent paid monthly as an expense.

Heating costs
40 An applicant or recipient who heats his or her accommodations shall be a allowed 100% of the actual amount of heating costs paid monthly as an expense.

Electricity costs
41 An applicant or recipient who pays for his or her electricity supply shall be allowed 100% of the actual amount of electricity costs paid monthly as an expense.

Water costs

42 An applicant or recipient who pays for his or her water supply or service shall be allowed 100% of the actual amount of water costs paid monthly as an expense.

Employment plan expenses
43 A caseworker shall allow as an expense the necessary and reasonable costs incurred by the recipient or the spouse of a recipient in relation to the recipient's or spouse's participation in an employment plan.

Employment expenses
44 A recipient who becomes employed or whose spouse becomes employed on a full-time or part-time basis or is or whose spouse is participating in employment services or implementing an employment plan shall be allowed the following expenses:

(a) actual transportation costs up to a maximum of $150.00 per month;

(b) actual child care costs up to a maximum of $400.00 per month; and

(c) such other reasonable expenses that are directly related to and that a caseworker considers are necessary to facilitate the recipient's or spouse's employment, or participation in an employment plan.

Incremental shelter allowance
45 An incremental shelter allowance in the amount prescribed in Appendix "A" shall be allowed as an expense for a single person who

(a) is disabled;

(b) is fleeing an abusive situation;

(c) has a chronic mental, cognitive or physical condition that limits participation in employment services;

(d) is 55 years of age and over; or

(e) is a youth and otherwise meets the requirements of the Act and these regulations.

Supervisor can modify calculation of budget deficit
46 A supervisor may exempt an applicant or recipient from the provisions regarding the calculation of the budget deficit where a supervisor considers it necessary to

(a) alleviate the pain and suffering of an applicant or recipient or dependent child or spouse of an applicant or a recipient;

(b) protect the health or safety of an applicant or recipient or dependent child or spouse of an applicant or recipient; or

(c) preserve the dwelling of an applicant or a recipient.

Income

Chargeable income
47 (1) Chargeable income shall be deemed to include

(a) the income of the spouse of the applicant or recipient;

(b) the income received by the applicant or recipient or the spouse of an applicant or recipient on behalf of a dependent child; and

(c) 100% of unearned income received by a dependent child of the applicant or recipient.

(2) Chargeable income shall include the monthly income from the following sources:

(a) 100% of net wages earned, except as provided for in Section 48;

(b) where boarders are living with the applicant or recipient, the greater of

(i) 25% of the gross amount received per month, or

(ii) $50.00 per month;

(c) 70% of the gross amount received from roomers who are living with the applicant or recipient or a minimum charge of $50 per month;

(d) where the applicant or recipient receives rent from properties, 70% of the gross amount received;

(e) 100% of the net profit from a business;

(f) 100% of Canada Pension Plan benefits paid directly to a dependent child of the applicant or recipient;

(g) 100% of the sum set aside in trust by a court at the request of an applicant or recipient or with the consent of an applicant or recipient where the sum set aside in trust comprises chargeable income;

(h) 100% of unearned income;

(i) 100% of income from an estate or trust;

(j) 100% of the value of goods and services received in lieu of wages;

(k) 100% of gratuities;

(l) 100% of commissions.

(3) Clause 2(b) does not apply where the boarder is a child of the applicant or recipient and the supervisor is of the opinion that to apply clause 2(b) would create undue hardship on the child or the child's family.

Percentage of net wages

48 (1) At the time a person applies for assistance, income from wages shall be computed at 100% of net wages earned but at the time the amount of assistance to be paid is being determined wages shall be computed at 70% of net wages earned and persons engaged in supported employment shall be allowed $150 per month as exempt income in calculating net wages.

(2) Despite subsection (1), for persons between the ages of 16 and 20, inclusive,

(a) at the time the amount of assistance to be paid is being determined, income from part-time employment shall not be chargeable income provided that the person is attending an approved educational program;
Clause 48(2)(a) amended: O.I.C. 2001-338, N.S. Reg. 91/2001.

(b) income from full-time employment shall not be chargeable income for up to 3 calendar months per year provided that the person attends an approved educational program following the completion of full-time employment.

Percentage of gratuities and commissions
48A (1) At the time a person applies for assistance, income from gratuities shall be computed at 100% of gratuities earned but at the time the amount of assistance to be paid is being determined, income from gratuities shall be computed at 70% of gratuities earned.

(2) At the time a person applies for assistance, income from commissions shall be computed at 100% of commissions earned but at the time the amount of assistance to be paid is being determined, income from commissions shall be computed at 70% of commissions earned.
Section 48A added: O.I.C. 2001-338, N.S. Reg. 91/2001.

Training allowance
49 At the time a person applies for assistance, income from a training allowance shall be computed at 100% of the allowance received but at the time the amount of assistance to be paid is being determined the chargeable income from a training allowance shall be computed at 100% of the allowance received less $150 a month.

Net profit from business
50 (1) Net profit from a business is deemed to be at least equal to the minimum wage hourly rate for 40 hours of work per week.

(2) Where a business is part of a recipient's employment plan, subsection (1) does not apply to net profit from the business during an initial period of operation of up to 18 months, as decided by a caseworker.

Income tax refunds
51 One hundred percent of income from an income tax refund shall be included as chargeable income in the month in which the refund is received and the amount by which the income exceeds the expenses shall be considered as chargeable income in subsequent months.

Not chargeable income
52 Income from the National Child Benefit, the Child Tax Benefit component of the Canada Child Tax Benefit, the Nova Scotia Child Benefit, and the Goods and Services Tax Credit is

not chargeable income.

53 The wages of a dependent child of an applicant or recipient are not chargeable income provided that the dependent child is attending an educational program not designated for student loan purposes.

Assets

Consideration of assets in determining eligibility
54 In determining the eligibility of an applicant or a recipient for assistance, a caseworker shall consider all applicable assets of the applicant or recipient or spouse or dependent child of the applicant or recipient.

55 (1) Assistance shall not be granted to an applicant or recipient who has a

(a) family size of one person and has assets in excess of $500;

(b) family size of more than one person and has assets in excess of $1000.

(2) An applicant or recipient who has been refused assistance under subsection (1) may be required to wait not less than 1 month and not more than 1 year from the date of refusal before re-applying for assistance.

(3) An applicant may not be eligible to receive assistance where the applicant has dissipated, spent or dealt with assets within 1 year prior to the date of their application if a supervisor determines that this was done in an unreasonable manner.

(4) Despite subsection (3), an applicant or recipient shall not be prejudiced where assets have been spent for

(a) personal and family shelter including the purchase of a home or the payment of a mortgage or debts and purchases as approved by a supervisor;

(b) basic needs;

(c) necessary repairs of the home occupied by the applicant or recipient;

(d) replacement of necessary household items,

and the applicant or recipient provides proof to the satisfaction of the supervisor that assets were spent for a purpose set out in clause (a), (b), (c) or (d).

Joint assets
56 Where an applicant or a recipient is a joint owner of an asset, the joint asset shall not be an applicable asset provided however that a caseworker may require the applicant or recipient to convert the joint asset into cash within a specified time and the applicant or recipient may be required to enter into a repayment agreement in respect of the assistance granted pending the conversion of the joint asset to cash.

Conversion/sale of assets

57 (1) A caseworker may require an applicant or a recipient to sell real property within a specified time and to enter into a repayment agreement in respect of assistance granted pending the sale of the real property.

(2) Where it is not feasible to sell the real property pursuant to subsection (1), a caseworker may require the applicant or recipient to rent the property or to render it income-producing within a specified time and to enter into a repayment agreement in respect of the assistance granted pending the rental of the real property or rendering the property income-producing.

Trust money
58 Where a sum is set aside in trust for an applicant or recipient or a spouse or dependent child of an applicant or recipient by a court or a person other than an applicant or recipient, assistance shall not be granted where it is feasible for the applicant or recipient to obtain support for himself or herself or his or her spouse or dependent child from the sum set aside.

59 A recipient or person on whose behalf assistance is paid who uses a trust fund as collateral for the securing of a loan shall not receive assistance.

Assistance paid in trust
60 Every person to whom assistance is paid in trust for the benefit of an applicant or recipient pursuant to the Act shall submit such information as a caseworker may require regarding the administration of the trust money.

Compensation Payments

61 (1) Financial compensation received by individuals pursuant to the Memorandum of Understanding regarding Compensation for Survivors of Institutional Abuse shall not be considered as income nor as an asset for the purpose of determining a applicant's or recipient's eligibility for assistance, but any money generated from the compensation shall be considered as income for the month in which it is received for the purposes of determining an applicant's or recipient's eligibility for assistance.

(2) Where a provincial government or the federal government makes a payment either monthly or in a lump sum to victims or survivors of abuse to redress or compensate an injury or harm in respect to a government program or services, the payments received may be declared by the Minister as not being income for the purposes of determining a[n] applicant's or recipient's eligibility for assistance.

(3) Where an applicant or recipient receives

(a) a payment other than a payment for loss of income or loss of support pursuant to

(i) the 1986-1990 Hepatitis C Settlement Agreement, or

(ii) the federal/provincial/territorial assistance program of HIV Secondarily Infected Persons;

(b) a payment as a Merchant Navy Veteran or as a surviving spouse of a Merchant Navy Veteran for post-war benefits,

the payment shall not be considered as income or as an asset for the purpose of determining the applicant's initial eligibility for assistance but any money generated from such a payment shall be considered as income for the month in which it is received for the purpose of determining the applicant's or recipient's eligibility for assistance.

Pharmacare Assistance

62 Where pharmacare is not available pursuant to a drug plan at a recipient's place of employment or from some other source, pharmacare assistance may be granted to the recipient directly, or to the recipient on behalf of a spouse or dependent child of the recipient.

63 Where pharmacare assistance has been granted to a recipient pursuant to Section 62, the recipient is entitled to receive insured prescription drugs in accordance with the Prescription Drug Plan Regulations and Prescription Drug Plan Program, except where the Director decides that a recipient is required to pay a co-pay fee that is different than the amount prescribed in the Prescription Drug Plan Regulations and the Prescription Drug Plan Program.

64 (1) Where pharmacare assistance that has been provided to a recipient is discontinued on or after August 1, 2001, because the total chargeable income of the recipient exceeds the total expenses of the recipient as calculated in accordance with these regulations, the recipient shall be eligible to continue to receive pharmacare assistance provided that the recipient

(a) otherwise meets the requirements of the Act and regulations; and

(b) would have a budget deficit if the recipient's average monthly drug costs were included as an expense.

(2) For the purpose of subsection (1), "average monthly drug costs" means the average costs of drugs per month, calculated on the basis of the cost of a recipient's drugs during the 6 months immediately preceeding the date on which the recipient's eligibility for pharmacare assistance is determined.

65 Where assistance to a recipient who is in receipt of pharmacare assistance is discontinued on or after August 1, 2001, because the total chargeable income from wages of the recipient exceeds the total expenses of the recipient as calculated in accordance with these regulations, the recipient shall be eligible to continue to receive pharmacare assistance for 1 year from the date of discontinuance provided that pharmacare is not available pursuant to a drug plan at the recipient's place of employment or from some other source.

Youths

66 (1) A youth may be eligible to receive assistance where in the opinion of the caseworker the youth is exposed to an unsafe home environment or an unresolvable adolescent/parent conflict or unable, because of a parental decision, to remain at or to return home, and where the youth is

(a) attending an educational program not designated for student loan purposes;

(b) willing to participate in an employment plan;

(c) willing to access counseling or mediation services that a caseworker has identified as necessary for that youth;

(d) willing to access medical services necessary to preserve the youth's physical health; and

(e) willing to live in a setting that provides a degree of supervision, accountability and guidance in accordance with the age and needs of the youth.

(2) Despite clause (1)(e), assistance may be granted to the youth in an independent setting if a caseworker is satisfied that the youth has the necessary life skills and maturity to live alone.

Post-secondary Education

67 (1) A person attending a post-secondary education program of more than 2 years shall not receive assistance unless the person is funded to attend by the Employability Assistance for Persons with Disabilities Program, which is a program for adults with vocational handicaps funded by Human Resources Development Canada in partnership with the Government of Nova Scotia.

(2) A person attending a post-secondary education program of 2 years or less shall not receive assistance unless the person is a recipient and

(a) the recipient is a participant in the Equity Opportunities Program, which is a skills development program for adults funded by Human Resources Development Canada in partnership with the Government of Nova Scotia; or

(b) the recipient

(i) has been the subject of an employability assessment and the assessment recommends that the recipient has the necessary prerequisite skills and can reasonably be expected to become employed in the selected occupational area at the completion of the post-secondary educational program,

(ii) has pursued other feasible sources of income but they are not available or are insufficient,

(iii) has been in receipt of assistance or a combination of assistance, family benefits or social assistance for at least 6 months immediately prior to attending the post-secondary educational program, and

(iv) is available for work when not involved in the post-secondary educational program.

(3) A recipient to whom subsection (2) applies shall not receive assistance for tuition or school books or student fees.

Overpayments and Underpayments

Recovery of overpayments
68 (1) The Minister is entitled to use any legal recourse to recover overpayments from a recipient.

(2) Where an overpayment is to be recovered from a recipient, the maximum amount to be recovered is $45.00 per month.

(3) The maximum amount specified in subsection (2) may be increased with the consent of the recipient.

(4) For the purpose of determining an overpayment, assistance granted in the form of pharmacare assistance is assistance that shall be included in the calculation of an overpayment.

Underpayments
69 Where a recipient receives less assistance than the recipient is entitled to receive through no fault of the recipient, the recipient is eligible to receive the unpaid amount calculated on the basis of the most recent 6 months for which the lesser amount was paid.

Default in Maintenance Payments

70 (1) Where a recipient is in receipt of assistance for at least 3 consecutive months and there has been a default in maintenance payments to the recipient for 3 consecutive months, the recipient's budget deficit shall be recalculated without the defaulted maintenance payments included as chargeable income.

(2) Where there is a continuing default in maintenance payments and the recipient assigns his or her maintenance payments to the Minister, the person's budget deficit shall be recalculated without the assigned maintenance payment included as chargeable income.

Transitional Provisions

Diabetes
71 Where a person was receiving family benefits on July 31, 2001, for diabetic drugs and diabetic test materials, the person may continue to receive assistance for those drugs and test materials provided that the person

(a) suffers from diabetes;

(b) requires diabetic drugs and diabetic test materials for the control of that person's condition; and

(c) has a budget deficit as determined by the *Family Benefits Schedule "B" Regulations* in force on July 31, 2001.

Foster parents
72 A foster parent who was receiving family benefits on behalf of a foster child on July 31, 2001, is eligible to continue to receive a money payment in respect of the child in the same manner as determined in the *Family Benefits Schedule "B" Regulations* in force on July 31, 2001.

Post-secondary education

73 A person who is attending a post-secondary educational program is not eligible to receive assistance unless the person was receiving of family benefits on April 30, 2000, and is enrolled in a post-secondary educational program on August 1, 2001, or has applied for post-secondary education prior to August 1, 2001, and commences attending a post-secondary educational program prior to September 30, 2001.

Nova Scotia Child Benefit

74 (1) A person who was in receipt of family benefits or social assistance for the whole month of July 2001 and who receives a Nova Scotia Child Benefit based on their eligibility for the Nova Scotia Child Benefit for the 2000-2001 Nova Scotia Child Benefit year, shall be allowed an amount equal to the monthly Nova Scotia Child Benefit received as an expense.

(2) A person who was in receipt of family benefits or social assistance on behalf of dependent children for the whole month of July 2001 and whose total personal allowance on behalf of all dependent children included in the budget deficit calculation for July 2001 was greater than $133 times the number of children, shall be allowed the net difference as an expense when calculating a person's entitlement to assistance on behalf of the dependent children.

(3) A person to whom subsections (1) and (2) apply on August 1, 2001 is not entitled to have the provisions of those subsections applied to them if they become ineligible for assistance and subsequently reapply for assistance under the Act and these regulations.

75 Where a recipient is not receiving the Nova Scotia Child Benefit or the National Child Benefit on behalf of a dependent child who is under the age of 18, a personal allowance of $133 per month shall be provided to the recipient on behalf of the dependent child.

76 A recipient who is receiving, on behalf of a dependent child who is under the age of 18, a combination of the Nova Scotia Child Benefit and the National Child Benefit that is less than $133 a month, shall be provided the difference between $133 a month and the combined amount of the Nova Scotia Child Benefit and the National Child Benefit that the recipient receives.

Assets

77 A person who was in receipt of family benefits on July 31, 2001, is entitled to retain assets in the amount prescribed under the *Family Benefits Act* and *Family Benefits Schedule "B" Regulations* until such time as the person reapplies for assistance.

Pharmacare

78 A foster parent who was receiving pharmacare benefits on behalf of a foster child on July 31, 2001, under the *Family Benefits Act* is eligible to continue to receive pharmacare assistance on behalf of the foster child.

79 A recipient who on July 31, 2001, receives or is entitled to receive a refund pursuant to the *Family Benefits Act* or the *Social Assistance Act* of any co-pay fee paid by the recipient for prescription drugs is entitled to continue to receive a refund of any co-pay fee that would otherwise be required to be paid by that recipient in accordance with these regulations.

Disabled person

80 (1) A person who was receiving family benefits on July 31, 2001, as a disabled person is eligible to continue to receive a transportation allowance, a household supply allowance and a house maintenance allowance in the same manner and amount as prescribed in the *Family Benefits Schedule "B" Regulations* in force on July 31, 2001.

(2) A person to whom subsection (1) applies is entitled to receive the allowances as specified in subsection (1) until December 31, 2001.

(3) A person who is receiving a household supply allowance and a house maintenance allowance pursuant to subsection (1) and (2) shall not be eligible to receive an amount for expenses pertaining to shelter costs prescribed in these regulations combined with those allowances in excess of

(a) 100% of the actual total of any combination of shelter costs; or

(b) the amount prescribed in Appendix "A" of the *Family Benefits Schedule "B" Regulations* for the family size of the person's family.

Section 80 added: O.I.C. 2001-338, N.S. Reg. 91/2001.

Appendix "A" - Prescribed Allowances

Shelter Allowance

Family Size	Rent/Own Home	Board
1	$235	$197
2	$550	$242
3+	$600	$282

Incremental Shelter Allowance

Family Size	Rent/Own Home	Board
1	$300	$26

Personal Allowance

Adult	Dependent Child (under age 18)	Dependent Child (age 18 to 20 inclusive)
$180 renting, own home, boarding	$133	$180

Other Allowances

Maternal nutritional allowance	$29
School supplies supplement - dependent children aged 5 - 12 years	$50
School supplies supplement - dependent children aged 13 - 20 years	$100

Items of Special Need

Transportation	up to $150
Child care	up to $400
Single vision glasses	$90
Bifocal glasses	$110
Dental costs per item	up to $300
Funeral costs for opening and closing of grave, grave lot, clothing, transportation	up to $1000
Funeral costs for professional services and cremation urn or casket	up to $2500
Special diet	up to $150

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